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# Program/Course Health & Safety Form

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| **Date**: 8/5/2020 | **Campus:** Richmond |
| **Faculty:** Science & Horticulture | **Program**: B.Sc. in Physics for Modern Technology – PHYS 2100 R10 |
| **Date of first group of students on campus:** 2/25/2021 | **Date of first group of students to leave campus:** 2/26/2021 |
| **Date of second group of students on campus (if needed):** 3/4/2021 | **Date of second group of students to leave campus (if needed):** 3/5/2021 |
| **Number of students anticipated on campus and on which days:**<br>Group R10A (if needed*): 4 students on each of the following days – Feb 25 (15:00-18:00) & Feb 26 (9:00-12:00).<br><br>Group R10B (if needed*): 4 students on each of the following days – Mar 4 (15:00-18:00) & Mar 5 (9:00-12:00).<br><br>*Students enrolled in both PHYS 2100 and PHYS 2610 will be exempt from the PHYS 2100 on-campus sessions. Note: PHYS 2100 is a co-requisite for PHYS 2610. | **Number of employees on campus to support this program and on which days:**<br>One instructor and one lab technician on each day.<br><br>**Instructor Name:**<br>TBA |

**Rationale for why students need to be on campus:**

KPU's Physics for Modern Technology (PMT) degree has been marketed as a unique physics degree in Canada that incorporates practical applications and technical skills. It is essential that PMT students be allowed on-campus to complete their training in some of these applications of modern technology.

The learning activities of PHYS 2100 Experimental Physics includes setting up, trouble-shooting and computer interfacing with experimental apparatus, as well as performing the actual experiments and taking data. Proficiency of these skills and techniques are necessary for success in the third and fourth year PMT projects. To satisfy these learning activities, students will need to complete one 6-hour lab.

Due to the nature of the lab – setting-up, trouble-shooting and computer interfacing – and the limited number of apparatus and value of the experimental equipment, this lab cannot be performed remotely.

**Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?**
The scheduling office will be notified on August 21st.

**PPE requirements for students, faculty, and staff (quantity needed).**

All students, faculty and staff will be required to have face masks on-hand to be used as necessary if physical distancing cannot be maintained. All individuals are encouraged to use their own face masks. Face masks will be provided to individuals who do not have one.

Students – 8 students* x 2 sessions = 16 face masks
Instructor: 1 instructor x 4 sessions* = 4 face masks
Lab technician: 1 lab technician x 4 sessions* = 4 face masks

Total: 24 face masks

*assuming 8 students split into two groups.

**Has there been consultation with the Faculty OH&S Committee or the instructor?** (provide details).
The faculty member teaching PHYS 2100 has not been decided yet, but the possible candidates have seen the proposal.

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

**Safety Plan for Employees and students:**

**Students**

- Wash and/or sanitize your hands before or upon entering the lab.
- The lab doors will be propped open to eliminate the need to touch door handles.
- Follow the direction arrows and instructions to arrive and depart from your numbered lab bench.
- For labs held on consecutive days, you will sit at the same lab bench and use the same equipment – no one else will have access to your lab bench or equipment during these days.
- All equipment will have been quarantined for a minimum of 72 hours prior to your first use.
- Maintain a physical distance of 2m at all times – if physical distancing cannot be maintained, you are required to wear a face mask.
- You are encouraged to bring your own face mask, but if you do not have a face mask, one will be provided to you.
- Notify the instructor if you are leaving your lab bench (to use the washroom, or because you have completed the lab) prior to the end of the scheduled class.
- Do not touch your face, nose and/or eyes.

**Instructor and Lab Technicians**

- Wash and/or sanitize your hands before or upon entering the lab.
- Maintain a physical distance of 2m at all times – if physical distancing cannot be maintained, you are required to wear a face mask.
- Wash and/or sanitize your hands before and after handling any of the student's equipment or materials.
- Do not touch your face, nose and/or eyes.

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

Click or tap here to enter text.

**Dr. Florkowski toured the site on August 26, 2020.**

**Submitted by: Elizabeth Worobec**

| **Approved by Provost and VPA:** Dr. Sandy Vanderburgh | **Signature:** Sandy Vanderburgh<br>**Date:** Digitally signed by Sandy Vanderburgh DN: cn=Sandy Vanderburgh, o, ou, email=sandy.vanderburgh@kpu.ca, c=CA Date: 2020.10.27 09:49:03 -07'00' |
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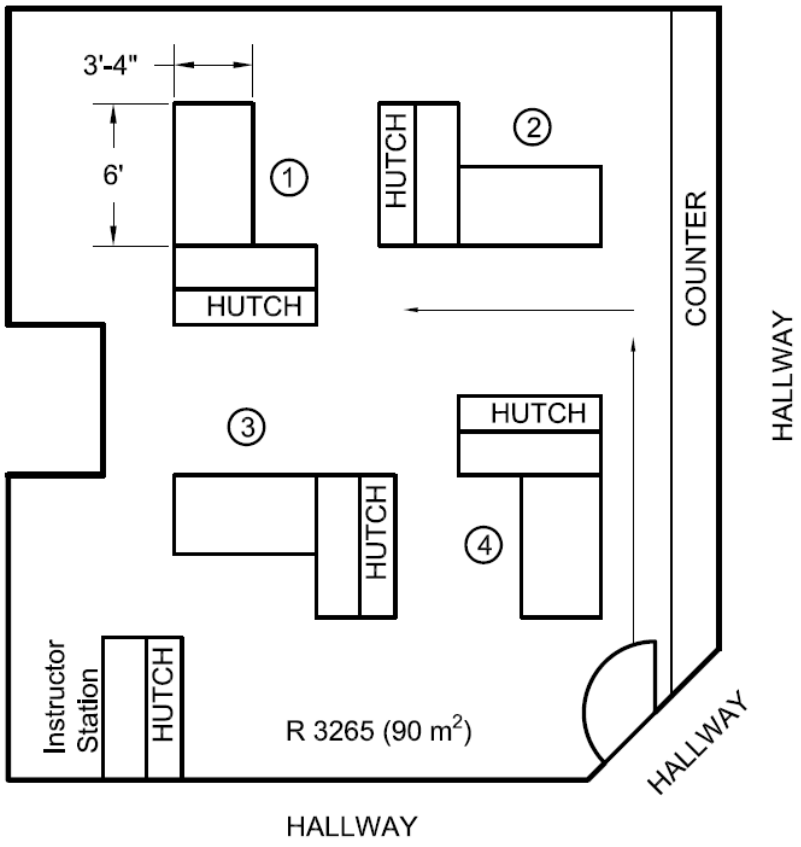
| **Approved by the Office of Health & Safety**<br>**Name:** Pablo Dobud | **Signature:** Pablo Dobud<br>**Date:** Digitally signed by Pablo Dobud DN: cn=Pablo Dobud, o=Kwantlen Polytechnic University, ou=Human Resources, email=Pablo.Dobud@kpu.ca, c=CA Date: 2020.10.06 19:24:55 -07'00' |

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

Students will enter the lab, R3265, via the hallway door. This door will be propped open at least 15minutes prior to the start of class to allow students to enter the lab directly without queuing in the hallway.

Labs fall on consecutive days (Thursday/Friday). On Thursday, students will sit at the numbered lab benches based on order of arrival, 1 – 4. On Friday, students will be asked to try to arrive in the same order as Thursday's session and will be required to sit at the same numbered bench. Students will be dismissed from the room in reverse order, 4 – 1.

The hutches are 18" tall and act as physical barriers between students.



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# COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

**Department:** Physics

**Campus:** Richmond

**Completed by:** Elizabeth Worobec

**Date:** August 26, 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 ☐

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 ☐