

Program/Course Health & Safety Form

Date: 6/2/2020	Campus: Richmond Campus
Faculty: Science and Horticulture	Program: Sustainable Agriculture – AGRI 4190
Date of first group of students on campus: 9/8/2020	Date of first group of students to leave campus: 10/22/2020
Date of second group of students on campus (if needed): Click or tap to enter.	Date of second group of students to leave campus (if needed): Click or tap to enter.
Number of students anticipated on campus and on which days: We anticipate 5 students that are eligible and plan to take this course in the Fall. They will be accessing the KPU Farm at Garden City Lands on Tuesdays 9-12.	Number of employees on campus to support this program and on which days: 1 instructor will be there on Tuesday @ 9-12 Instructor Name: Mike Bomford
Rationale for why students need to be on campus: This course is about applying the theoretical skills they have learned during their time. It is the capstone course for the program. Students learn skills such as tractor driving, using equipment (lawnmowers, walk behind tractors, etc.), crop harvest. This can not be taught online.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? Yes, the scheduling office was notified on May 29 th .	
PPE requirements for students, faculty, and staff (quantity needed). Students will be provided with gloves and masks that can be worn at the farm. This PPE is available at the farm.	
Has there been consultation with the Faculty OH&S Committee or the instructor? (provide details). Instructor has been consulted with and is familiar with the safety protocols we have in place at the farm.	

Students must conduct COVID-19 self-assessment prior to arriving on campus and attending class. If you are experiencing any signs and symptoms that may be related to COVID-19, you need to remain home, contact 811, then contact the instructor to determine next steps. Instructors/lab staff will check in with you when you arrive on campus to ensure that this is being strictly followed.

Safety Plan for Employees and students:

- No one is allowed on the farm if they are exhibiting any symptoms of sickness
- Students and staff are to remain 2 meters apart at all times.
- Clean work gloves are to be worn every day. Clean gloves are provided – gloves are put in a clearly marked 'dirty gloves' bin after one use.
- Disposable gloves are available for use as well
- There are face masks available at the farm if students choose to wear them.
- All hand tools will be labelled with the student's name and kept in a separate container throughout the course.
- All equipment is washed before and after use with the sanitizing spray that is available.
- A hand washing station will be set up on the farm
- All sinks and surfaces are cleaned 3 times a day with disinfecting spray
- Instruction on operating equipment will be done with one student at a time so that we can focus on the instruction and maintain distance.
- Students will be assigned tasks on the farm that allow for them to work far apart from each other. There will be no group work or team tasks.

Students and employees will be required to wear a face mask when:


- Using equipment or chemicals that require it for safety reasons
- If they are required to be within 2 meters of another person

Student Self Assessment Script

Student Self Assessment for COVID-19 symptoms will be part of the initial education for students regarding the COVID-19 Safety Plan for AGRI 4190, will be posted on the course website (Moodle), and will be part of the onsite check-in with students when they arrive on campus.

The course website and student education for COVID-19 Safety Plan will include the following script. "If you are experiencing any signs and symptoms that may be related to COVID-19, you need to remain home, contact 811, then contact the instructor to determine next steps."

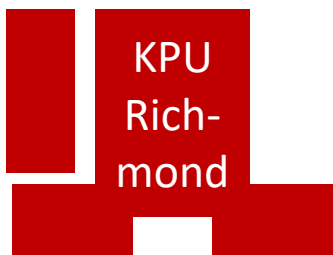
When students come onto campus, Employees (instructor/staff) will check in with the students using the following script or similar. "How are you feeling today?" "If you are experiencing signs and symptoms related to COVID-19, then we ask that you leave the facilities, go home, and contact 811." Please ask student to connect with you to determine next steps.

Submitted by: Elizabeth Worobec, Dean, Faculty of Science and Horticulture	
Approved by Provost and VPA: Dr. Sandy Vanderburgh	Signature: Sandy Vanderburgh Date: Digitally signed by Sandy Vanderburgh DN: cn=Sandy Vanderburgh, o, ou, email=sandy.vanderburgh@kpu.ca, c=CA Date: 2020.07.23 18:40:56 -07'00'
Approved by Special Advisor to the President on Covid-19: Dr. David Florkowski	Signature:  Date: July 23 2020
Approved by the Office of Health & Safety Name: Pablo Dobud	Signature: Pablo Dobud Date: Digitally signed by Pablo Dobud DN: cn=Pablo Dobud, o=Kwantlen Polytechnic University, ou=Occupational Health & Safety, email=Pablo.dobud@kpu.ca, c=CA Date: 2020.07.23 18:41:19 -07'00'

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

Alderbridge Rd.

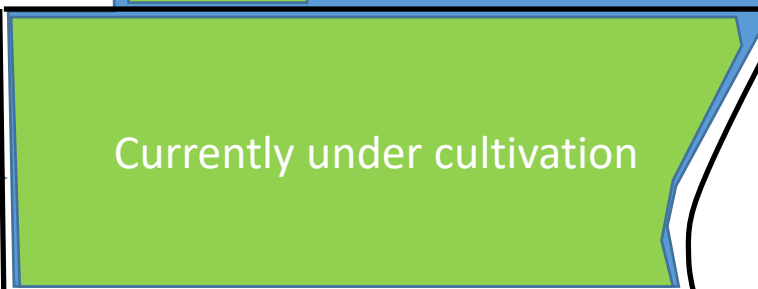
Garden City Rd.



KPU
Rich-
mond

200 m

Lansdowne Rd.



Currently under cultivation

265 m

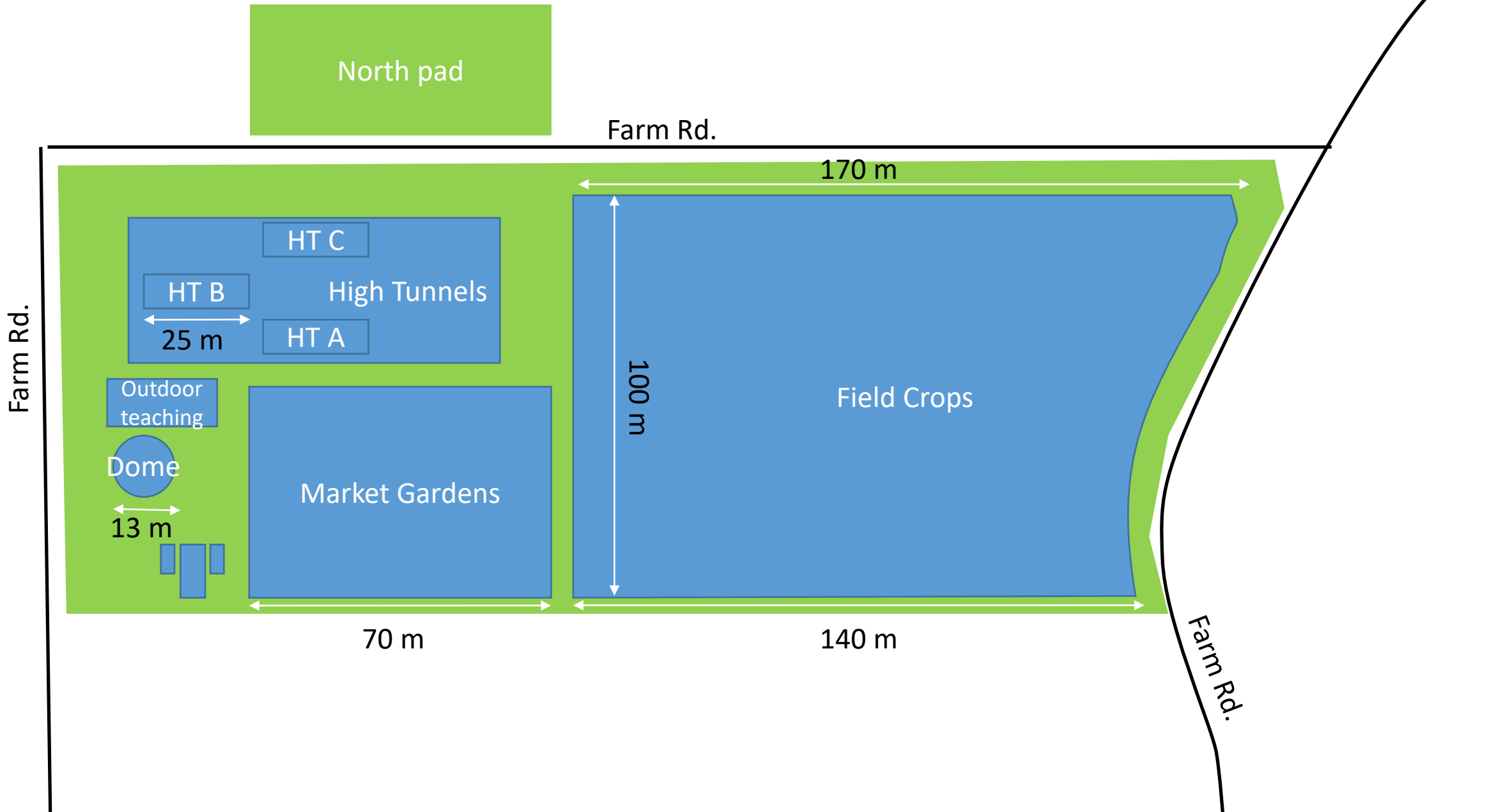
Farm Rd.



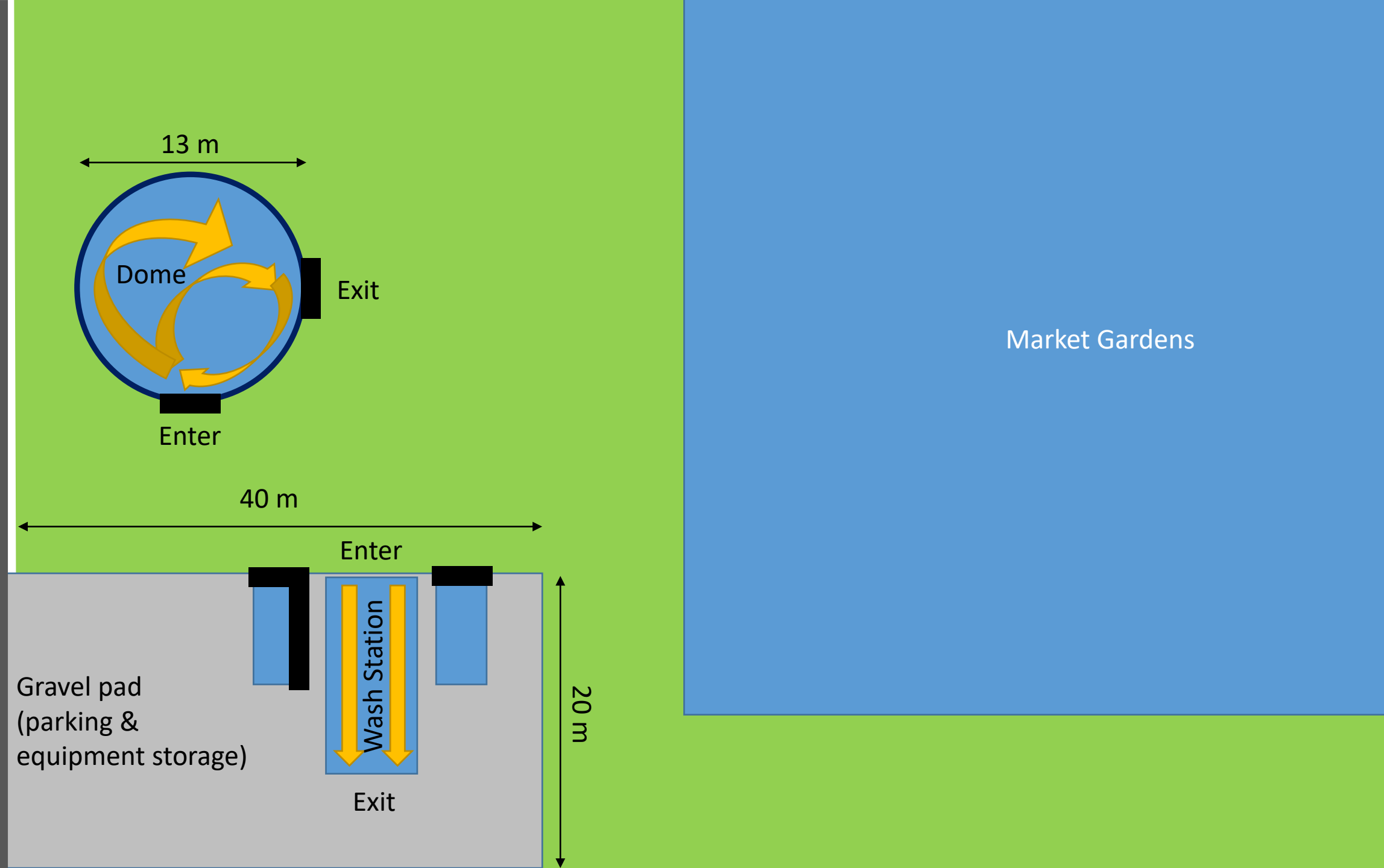
KPU Farm
at Garden City Lands

300 m

Farm Rd.



Farm Rd.



COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

AGRI 4190 R10

Campus:

Richmond

Completed by:

Elizabeth Worobec

Date:

June 2, 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

All students will receive the safety plan information via Moodle and will go through the protocols the first time they meet face to face. All faculty and staff will receive safety training before the start of the first face to face session.

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