

Program/Course Health & Safety Form FINA 1130 Ceramics I S11 in Spring 2021

Date: 10/9/2020	Campus: Surrey
Faculty: ARTS	Program: Fine Arts
Date of first group of students on campus: 1/7/2021	Date of first group of students to leave campus: 4/8/2021
Date of second group of students on campus (if needed): 1/7/2021	Date of second group of students to leave campus (if needed): 4/8/2021
Number of students anticipated on campus and on which days: Up to 15 students per class. Instructor will meet 5 times with the class on Tuesdays (1:00-3:50) in week 1-4 (January 5, January 12, January 19, January 26) and week 12 (March 30) in room Spruce 138 Main. Students will be divided in 2 groups of 7 - 8 students for techniques demonstrations. Group 1: 1:00 – 2:25 Group 2: 2:25 – 3:50 There will be maximum of 8 students in the studio at one time. (This does not include the Auxiliary Room which might be used by 2-3 upper level students.) Please see the attached Schedule of the Ceramics Studio Usage for Each Day. There will be sign up sheets created for the students during the semester. Each student is allowed to sign up for up to 3 slots each week.	Number of employees on campus to support this program and on which days: 1 instructional associate and 1 instructor Instructor Name: Ying-Yueh Chuang



Schedule of the ceramic studio usage for each day:

Each time slot allows a maximum of 8 students to be in the studio at one time.

Each student is allowed to sign up for up to 3 slots each week.

The studio times will be

Monday-Friday

8 a.m. to 10 p.m.

Saturday:

10 a.m. to 5 p.m.

Sunday:

11 a.m. to 7 p.m.

This schedule is based on the pre-Pandemic schedule that we always had each term. It is essential to continue to keep the studio open on Sundays to allow enough time for the large number of students (3 classes) to use the studio. Each slot is approximately 3 to 4.5 hours long, depending on the day and the time.

Rationale for why students need to be on campus:

FINA 1130 Ceramics I is a hands-on studio course.

Students need to access to the slip, glaze materials and the kilns, in order to finish their assignments.

Please see the attached *Floor Plan with Flow for the Ceramic Studio*.

Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?

Yes, 3 sessions are scheduled for Spring 2021.

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

- Hand sanitizer located in main studio (1 L pump container, we will likely need 2-3 bottles for the term)
- Students and staff will be asked to wear masks in the studio to help mitigate risk
- Faculty will ask students to provide their own and wear fabric masks, we will need a supply of some masks on hand in case students do not bring their own

0	Students should purchase their own reusable gloves for use in studio, otherwise we have 5
	separate sinks for washing hands

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

Click or tap here to enter text.

- Consultation is ongoing
- We have had a meeting with the Dean and Adam Jaffer in regards to the fall semester. Much of this proposal is based on information we currently have from those meetings.
- We have information regarding 2m spacing, how to propose room flow, making sure handwashing stations are available
- Information on where to find signage

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

Safety Plan for Employees and students:

- Wear a mask at all times when in the studio.
- There will be a max amount of students scheduled at any one time in the studio
- Wash your hands when you enter the classroom or use hand sanitizer. There are 5 sinks located in Ceramics, each with soap dispensers
- Hand sanitizer will be available upon entering
- Doors will be propped open during class, otherwise wash hands after using punch code
- Follow directional arrows
- Student spaces will be spaced apart as much as the room allows. Masks will be worn when this
 distance can't be maintained
- Only 8 students allowed in main space and adjacent glaze room. Up to 4 advanced students will have use for the auxiliary room only.
- Students will have to sign up for slots to work in studio (through Moodle hopefully)
- High touch surfaces will need to be cleaned nightly and scheduled with cleaners. (ie doorknobs, punch codes, sink faucet)

There will be times when you need to work with Communal glazes and slips and equipment. Here's what to do.

- Wash hands before use of KPU equipment and directly afterwards.
- Use your own tools when possible
- There will be disinfectant available for communal tools to be cleaned.

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

 Heather Lippold the Ceramics technician has met with David for a different course during the summer but not this specific term or class

This request was approved by Dr. Florkowski on September 29, 2020

Submitted by: Ying-Yueh Chuang

Approved by Provost and VPA: Dr. Sandy Vanderburgh	Signature: Sandy Digitally signed by Sandy Vanderburgh
Dir sanay vanaci saigii	Date: Vanderburgh a, c=CA Date: 0.201,10.1913:27:17-07'00
Approved by the Office of Health & Safety Name: Pablo Dobud	Signature: Pablo Digitally signed by Pablo Dobud DN: cn=Pablo Dobud, o=Kwantlen Polytechnic University, ou=Human
Name: Pablo Dobud	Date: Dobud Resources, email=Pablo.Dobud@kpu.ca, c=CA Date: 2020.10.13 15:03:35 -07'00'

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

COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:	Campus:		
Fine Arts	Surrey		
Completed by:	Date:		
Ying-Yueh Chuang and Heather Lippold	September 24, 2020		
<u>Overview</u>			
 The following checklist must be completed for spa activities/instruction. The intent is to ensure that minimum requirement spaces for employees and students in our classroo 	es are being considered to maintain safe ms, shops and laboratories.		
 This checklist is by no means exhaustive and there spaces that may need to be considered in develop plan. The requirements identified are consistent with the Provincial Health Officer, BC Center for Disease Co 	e current guidelines provided by the		
When completing this checklist describe the implementa	tion details for each item indicated as "yes".		
 Orientation, information and training on the Departure of the provided to employees and students? Yes	oplicable loodle and/or via email prior to the		
2. Handwashing posters posted in all washrooms? Yes Not Aportal This has been done for previous semester.	oplicable		

3.	immediately before and after class?
	Yes Not Applicable
	Students will be reminded to practice good hygiene at the beginning of each in- person class. Posters will be up on walls of studio space.
4.	Nearest handwashing sink located, is stocked and has been identified to students? Yes Not Applicable
	At the first in-person class, students will be toured around the studio space. Handwashing sinks and hand sanitizer locations will be pointed out to them.
5.	Students have been advised that no eating/drinking is permitted during classes in classroom/shop/lab?
	Yes Not Applicable
	At the first in-person class, students will be reminded not to eat or drink in studio.
6.	Physical distancing posters posted in classrooms/shops/labs and throughout the common areas?
	Yes Not Applicable
	All signage has been posted and remains up from previous semester
7.	The maximum number of persons allowed in a space has been determined in order to maintain 2-meter physical distancing? Yes Not Applicable
	Yes, 14 people for the whole studio. 10 in studio main Spruce 138 (8 students 1 teacher and 1 technician). 3 max auxiliary Spruce 138E (designated for advanced students only)
8.	Occupancy limit signage posted on door? Yes Not Applicable
	Will be posted prior to start of term

 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					
	These will be in place prior to start of term. Floor plan and flow plan has been identified.					
10.	If applicable, has Facilities been notified of additional cleaning needs for building/classrooms/shop/lab?					
	Yes Not Applicable					
	Facilities will be notified of additional cleaning and instructions prior to term start.					
11.	If applicable, Facilities has been notified of additional signage required for the classroom/shop/lab?					
	Yes Not Applicable					
	Additional floor arrows and vinyl will be ordered when approved.					
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					
	There will be no break for a one and a half hour instruction. However, students will be reminded to take their break in their out-of-class studio time in the atrium outside the building weather permitting with social distancing or in their cars.					
13.	Classroom/shop/lab set up to allow for 2 meters physical distancing between all occupants? Yes Not Applicable					
	Will be set up prior to the semester start.					
14.	Demonstration and work areas set-up to allow for 2 meters physical distancing? Yes Not Applicable					
	Will be set up prior to term start.					

15.	2000 Military				or otnei idered?		ares are	not prac	ctical insi	taliation of barriers or sneeze
	Yes			ii cons	idereu:			Not App	olicable	✓
	Stu	dent	ts are	advise	ed to w	ear fac	ce cove	er when	they are	e in studio.
16.						are not	t physic	ally prov	ided to s	tudents? (Use e-versions, students
	prov Yes	ide t	7	wn, et	c.)			Not App	olicable	
								tationer e availa		ss. No hard copy handouts loodle.
17.	share	70			nts sho ents dui			own ded Not App		ools/equipment? (Items are not
	Any	con	g prote	•	•			d will be	sanitize	ed and proper hand lal tools cannot be shared
18.	Com Yes		7	n point:	s and to	ools/equ	uipmen	t that mu Not App		ared are identified?
					nts and II be gi				d regula	rly and proper hand
19.		_	name on some	isinfect	ing pro	gram ir	n place	for clean	ing/sanit	tizing shared tools/equipment and
	Yes	n po	oints?					Not App	olicable	_
	Will	be i	n plac	e prio	r to teri	m. Stud	dents v	will be in	structed	I on it.
20.					ees are	3.	nstructi	on for th	e safe ar	nd correct use of any
		1		Ü				Not App	olicable	
					be cov		at the c	orientatio	on on Mo	oodle and in-person on the

21	. Safety Data S	heets available for cleaning/disinfecting supplies?
	Yes 🗸	Not Applicable
	Safety Data	a Sheets of all materials used are available in the studio.
22	Students/em	ployees are given instruction for the safe and correct use of any provided personal
		uipment (PPE)? Instruct students/employees on how to safely use, remove, and
	- 15 10	n (as applicable) any required PPE for the class. Please note in regards to Covid-
		ld only be considered when physical distancing and other measures are not
	practical to i	는 사람들은 마리를 가장하는 경우에 함께 가장 전에 발표하는 것이라면 보고 있다면 함께 되었다면 함께 되었다면 하는데 함께 되었다면 함께 함께 되었다면 하는데 함께 되었다. 이 사람이 되었다면 하는데
	Yes 🗸	Not Applicable
	A video of I	how to safely use, remove, and dispose of any PPE will be shown to
	students or	n the first day of class and on Moodle.
22	Ciust Aid wast	and has been uniformed with attribute and annular seed Cardonto in used of first
23		ocol has been reviewed with students and employees? Students in need of first instructor and instructor to call First Aid Attendant. Follow directions of First Aid
	Attendant.	instructor and instructor to can first Aid Attendant. Follow directions of first Aid
	Yes V	Not Applicable
	350 30 30	ation will be covered at the orientation on Moodle and in-person on the
	first day of	Class.
24	. A process has	been developed to deal with employees not following the control measures?
	Yes 🗸	Not Applicable
[
		are observed not following proper procedures, they will be reminded beer and/or supervisor and be sent for any further training by
	supervisor if	
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25	50	s been developed to deal with students not following the established control
	measures?	
	Yes 🗸	Not Applicable
	If a student	does not follow established control measures, they will immediately be
		the process. If they do not comply, they will be asked to leave the
	classroom u	ntil they are able to comply with the safety protocols of the room.

26	A process is in place to advise employees to stay nome it sick, and now to report COVID-19 if
	symptoms? (Supporting measures should also be in place to accommodate absences and
	provide coverage, if applicable)
	Yes Not Applicable
	The teaching associate will be asked to sit in class and carry out demonstrations if needed.
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?)
10.5	Yes Not Applicable
	Most of the course materials and demonstrations are available on Moodle. Students will be communicated through emails.
28	Students are advised to self-monitor and notify instructor if not feeling well?
	Yes Not Applicable
	Students will be reminded at orientation.
29	Employees are encouraged to self-monitor and to notify supervisor if not feeling well? Yes Not Applicable
	Instructor and teaching associate will notify the Dean's office if they are not feeling well and couldn't attend classes.
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