



All students and employees will follow the latest COVID precautions, guidance, expectations, and restrictions as set out by KPU, WorkSafeBC, and BC’s Chief Public Health Officer. Students and employees must wear a cloth medical or cloth non-medical mask in indoor common spaces on all KPU campuses. This includes but not limited to: classrooms, hallways, corridors, washrooms, lounges, elevators, atria and study areas, the Libraries, and the Bookstore. When you are outdoors on campus, please wear a mask unless you can guarantee that you can stay at least 2m/6ft away from others at all times.

<b>Date:</b> 8/6/2020	<b>Campus:</b> Surrey
<b>Faculty:</b> Arts	<b>Program:</b> Fine Arts
<b>Date of first group of students on campus:</b> 1/8/2021	<b>Date of first group of students to leave campus:</b> 4/12/2021
<b>Date of second group of students on campus (if needed):</b>	<b>Date of second group of students to leave campus (if needed):</b>
<b>Number of students anticipated on campus and on which days:</b> Up to 15 students require ongoing access to rooms Spruce 215 & 216. Students work in different media and will need access to additional studios for specific equipment this will be done on a reservation basis to meet any room occupancy limits (TBD). Access required M-F, 8am -10pm.	<b>Number of employees on campus to support this program and on which days:</b> 1 faculty and 2-3 technicians Access to technicians will be on Thursdays and on at least 2 other days (TBC).  <b>Instructor Name:</b> Elizabeth Barnes
<b>Rationale for why students need to be on campus:</b> FINA 3100 and 3200 are required degree courses for the BFA program. Students need access to specialized equipment and spaces throughout the Fine Arts department in order to complete their research and studio-based work. They also need designated work space and storage for this work while it is in progress throughout the term. Work needs to be available on campus for individual meetings with the instructor. Students have 3 hrs of class time and are expected to commit a minimum of 6-12 hours outside of class to development of their research and studio based work.	
<b>Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?</b> Yes. Room/scheduling requirements made when course originally scheduled.	

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

Faculty, staff, and students are required to wear masks at all times and gloves when applicable when using KPU tools.

Access to hand sanitizer in each studio throughout the Fine Arts area. All studio work spaces have the potential to be used by students. Disinfectant for cleaning high touch surfaces and designated tools also needed in each studio. Staff will use disinfectant to clean as per BC CDC guidance.

**Has there been consultation with the Faculty OH&S Committee or the instructor? (provide details).** Instructor has been involved in the development of this plan.

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

**Safety Plan for Employees and students:**

- Wash your hands before you enter the classroom. There is a washroom on the first and second floor of the Spruce Building. Wash hands regularly.
- Asked for hand sanitizer stands to be placed: 1. Outside rooms 215 and 216, 2. And outside all other studios that will be used by students (TBD)
- Follow the directional arrows on the floor and any signage.
- Maintain a physical distance of at least 2 meters at all times
- Don't touch your face, nose and/or eyes
- Wear masks at all times
- The Spruce building (hallways, staircases, studios, washrooms) require directional flow markings and signage to ensure social distancing and COVID protocols are followed.
- Studio tables will be marked with designated work areas to ensure physical distancing.

There will be times when you need to work with KPU equipment. Here's what to do.

- Wear gloves
- Use your own tools
- Clean the equipment handles and touch points using disinfectants after use

Return the equipment clean and in good order

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

Consultation happened through the Dean of the Faculty of Arts (Diane Purvey).

**Submitted by:** Elizabeth Barnes

**Approved by Provost and VPA:**

**Signature:**

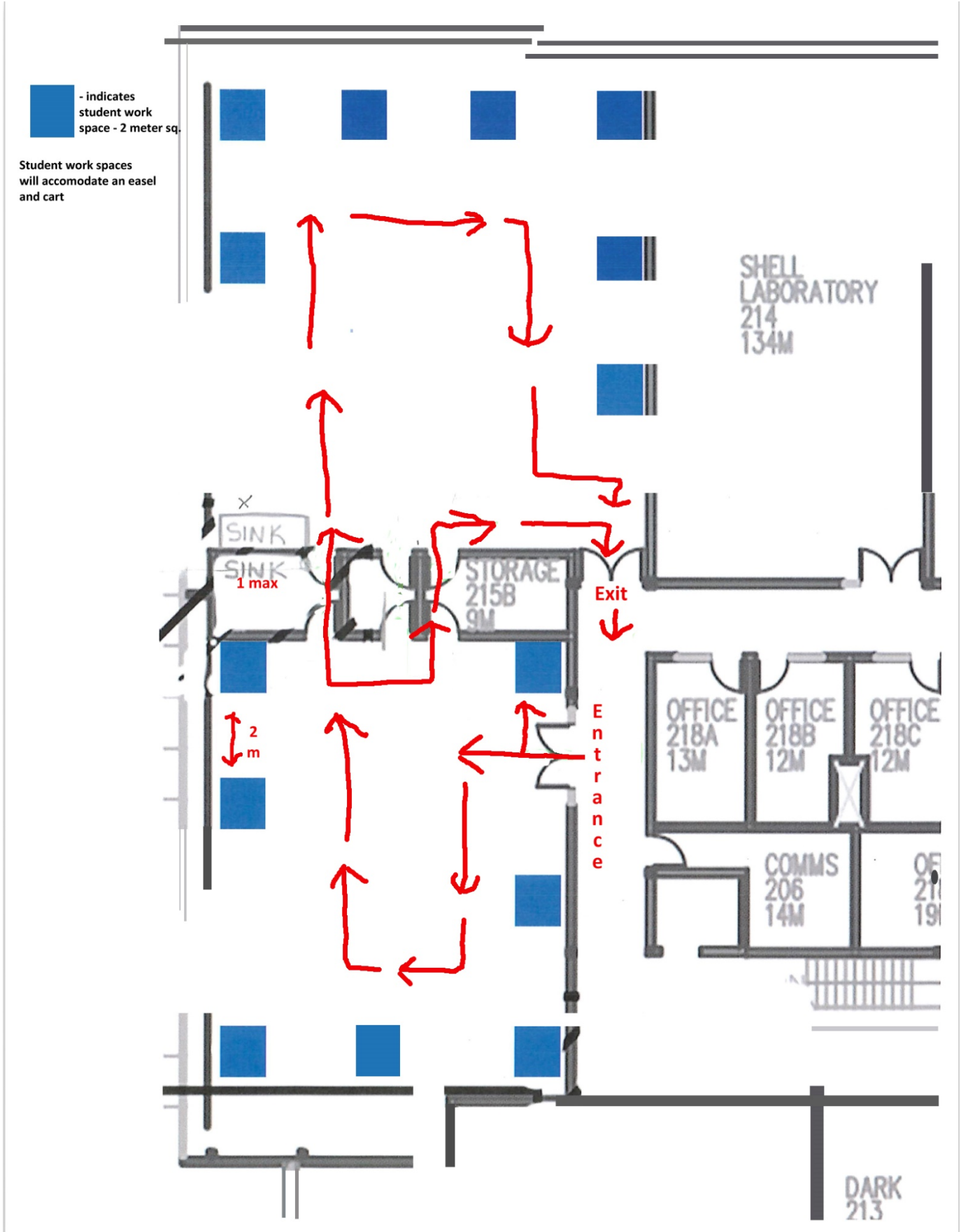
**Date:**

**Approved by the Office of Health & Safety Name:**

**Signature:**

**Date:**

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



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

Department:

Fine Arts

Campus:

Surrey

Completed by:

Elizabeth Barnes

Date:

October 1, 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

Training has been provided for the faculty and will be provided for students on the first day of class.

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

Applicable when class begins.

4. Nearest handwashing sink located, is stocked and has been identified to students?

Yes

Not Applicable

Applicable when class begins.

5. Students have been advised that no eating/drinking is permitted during classes in classroom/shop/lab?

Yes

Not Applicable

Applicable when class begins.

6. Physical distancing posters posted in classrooms/shops/labs and throughout the common areas?

Yes

Not Applicable

Applicable when class begins.

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, has Facilities 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

Applicable when class begins.

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

Applicable when class begins.

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