



Room Spruce 212 Photo Classroom and 213 Darkroom

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.

Table with 2 columns and 5 rows containing program details such as Date, Faculty, Student/Employee counts, and dates.

Week 8 of semester – Class demo in Room 212 - for One day 1 to 4 PM– class time 3 hours. 12 students on campus in total. 6 at a time in the classroom
 Class day - Staggered in 2 groups of 5 or 6 for technique Demos.
 Group 1 – 1- 2:20. 5 Students
 Group 2 – 2:30 to 4 6 students

Week 8-9-10 Access to 212 – student use of Photo studio on their own to work using the lights
 Maximum 4 Students per day. 2 students max at a time in the classroom
 Scheduled signup for use of the classroom
 2 student max in the morning 10-12:30
 and
 2 students max in the afternoon 1- 3:30

Darkroom and Film Processing Room
 Darkroom Spruce 213: and Film Processing and Film Loading rooms 212 C – 212D
 Starting week 2 to week 13. Students can sign up 4 days per week - Number of students per day: 6
 Students make appointment to come in either morning or afternoon – sign up to scheduled time 3 students at one time:
 Two students in Darkroom 213 at one time

Film Processing and Film Loading rooms 212 C – 212D
 One student in Processing room 212 C at one time
 One student in Film Loading room 212 D at one time

Rationale for why students need to be on campus:

Students need to use the studio space to see demos on studio lighting and to complete work in the studio using professional studio lights. The equipment needed is not something students can purchase.
 Students need to use the darkroom to print and to process film

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

Yes – the course is scheduled for Spring 2021.



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.

The staff will need disinfectant. Instructional associates will clean the spaces before the start of the semester.

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

There was consultation with Pablo Dobud in September 2020 regarding procedures and the questions in the safety plan checklist.

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

Safety Plan for Employees and students:

Classroom Spruce 212

- Wash your hands before you enter the classroom. There is a washroom on the first and second floor of the Spruce Building.
- The Spruce Building will need to be set up for student flow, use of washrooms, etc.
- The doors to the classroom will be propped open to eliminate the necessity to touch door handles
- Follow the directional arrows on the floor
- Maintain a physical distance of at least 2 meters at all times
- Don't touch your face, nose and/or eyes
- Sanitize the equipment in high contact areas before using it such as tightening knobs, lights control panels, stands
- Pick up equipment and set up in the studio – clean the high contact areas after use
- Wait for others to clear the door area to come in or to exit.
- Wear masks at all times

Borrowing Film Cameras

- Film Cameras: It is expected 4 to 6 students will need to borrow the cameras: 2 Medium format Cameras and 2 Large format cameras
- Borrowing cameras for film photography from the 2D Technician. By Appointment. Lending period 3 Days – cleaned by 2D technician between users
- Lighting Kits: Borrowing kits from the 2D Technician. By Appointment – 15 Students will need to be able to borrow light kits.
- Lending period 3 Days – cleaned by 2D technician between users

Darkroom:

- Wash your hands before you enter the darkroom. There is a washroom on the first and second floor of the Spruce Building.
- Use gloves when entering or exiting the darkroom to open the door – or to push the rotating door
- Follow the directional arrows on the floor
- Maintain a physical distance of at least 2 meters at all times
- Don't touch your face, nose and/or eyes
- Enter the darkroom using back door and exit through rotating door. Enter and exit one person at a time.
- When processing photos in the sink work only two people in the sink area at a time and wear gloves to handle the tongs to lift the prints.
- Students will use gloves when handling shared tools like tongs to pick up paper, and paper trays.

When using the enlarger stations in the darkroom:

- Wear gloves
- Clean the equipment handles and touch points using disinfectants after use

- **Film processing room:**

- Wear gloves and mask
- 2 People at one time in the film processing room
- Keep distance while processing film
- Students will use gloves to use Photo department Film Tanks , chemical beakers, and pour chemicals for processing from chemical containers
- Wash tanks and equipment after use

Film Loading room

- Request unlocking from Instructional Associate
- Wear gloves and mask
- One person at a time in the room
- When finished notify Instructional Associate – the room will be sanitized before next use
- Students will use Photo department Film Tanks
- Students will bring their own scissors and other tools to load film to the tanks

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

Yes, Dean Diane Purvey consulted Dr. Florkowski about the courses, and the department consulted Adam Jaffer.

Submitted by: Paulo Majano

Approved by Provost and VPA:

Dr. Sandy Vanderburgh

Signature:

Date:

Approved by the Office of Health & Safety

Name: Pablo Dobud

Signature:

Date:

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

Photo Classroom Spruce 212

For days with in Class demo in the classroom –
Class is divided in small groups of 6 max.

Diagram

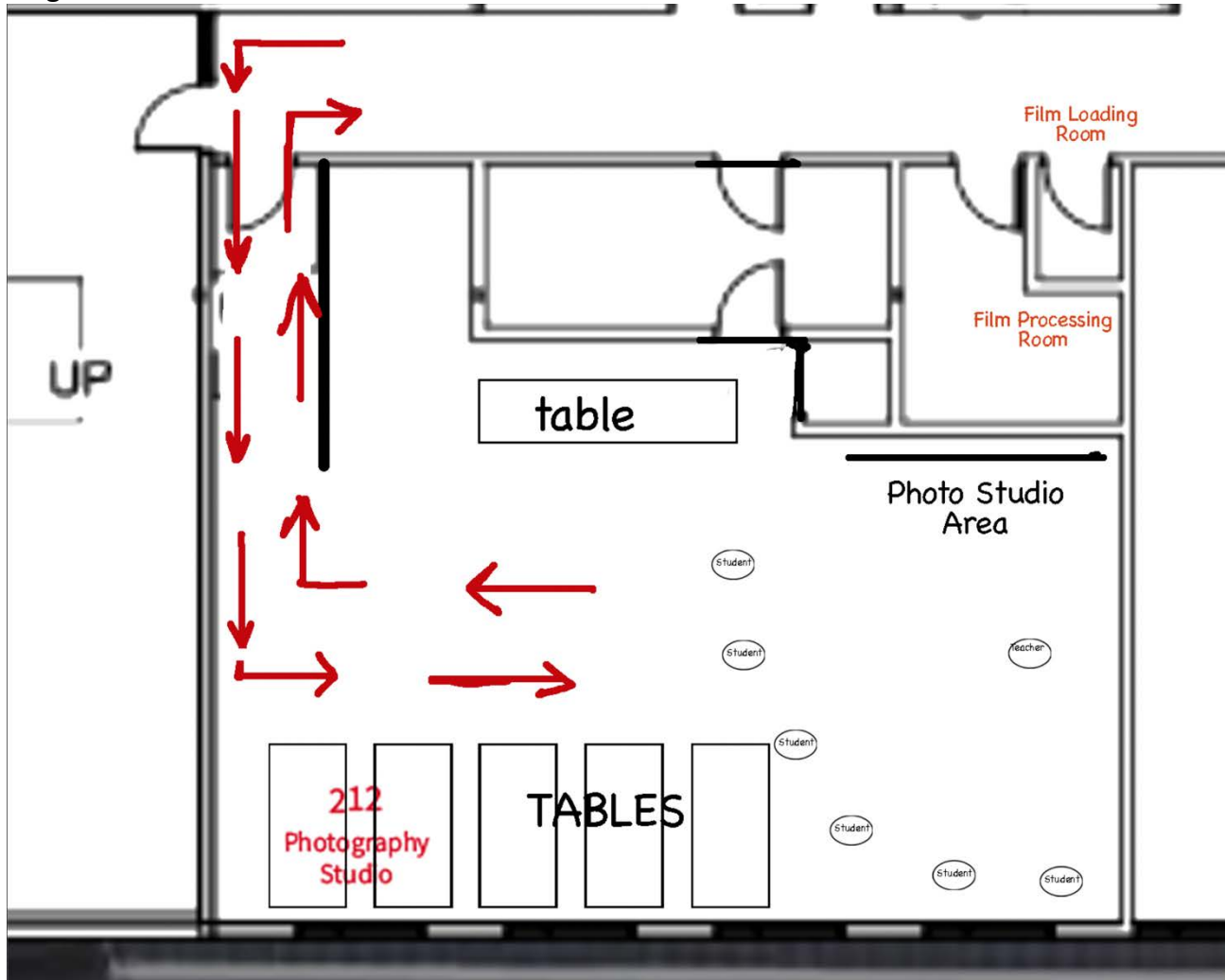
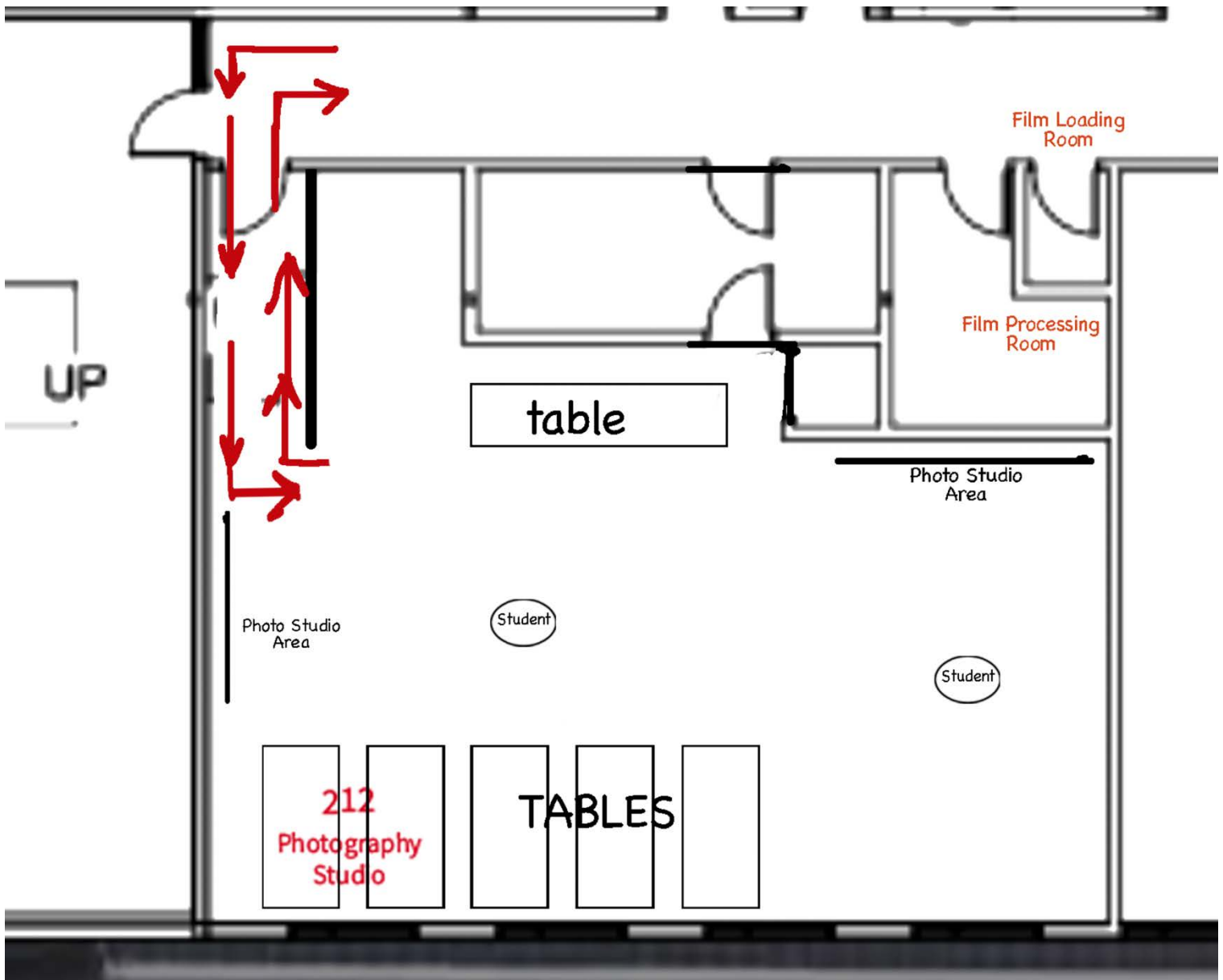


Photo Classroom Spruce 212

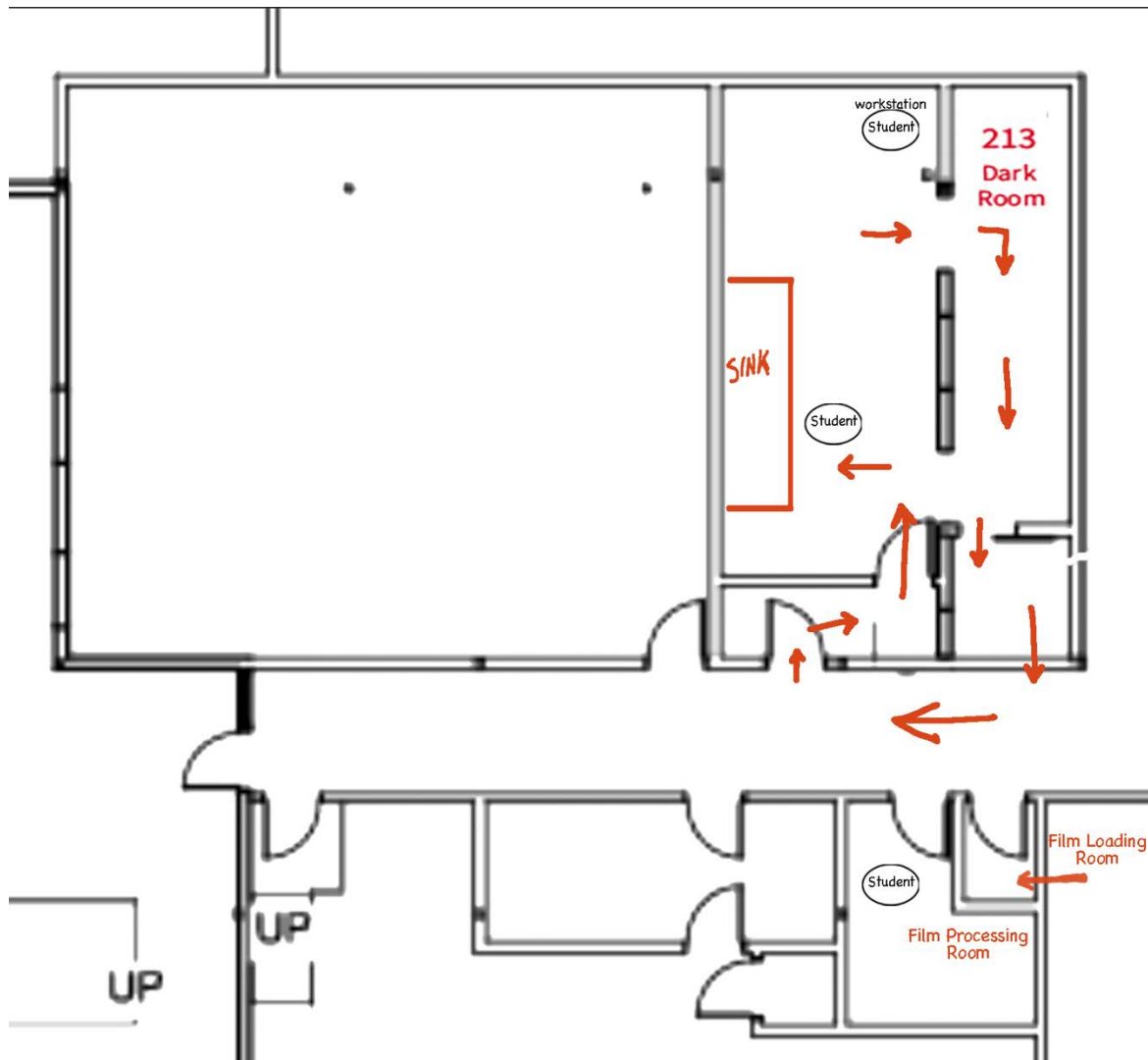
Diagram – Days when classroom available for students to work on their own – 2 students maximum at a time in the classroom. Students sign up for a time block – each student has their own set of lights in separate areas and only use those. In the diagram Students are separated – and each is taking photos toward the area labelled “Photo Studio Area”



Darkroom and film processing Spruce 213

Diagram – Darkroom available for students to work on their own –

- 2 students maximum at a time in the darkroom
- 1 student at a time in Film Processing room
- 1 student at a time in Film Loading room



COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

Fine Arts

Campus:

Surrey

Completed by:

Paulo Majano

Date:

Sept 24 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”.

1. Orientation, information and training on the Department’s Covid-19 Safety plan has been provided to employees and students?

Yes

Not Applicable

Students will be provided the safety plan in Moodle and/or via email prior to 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

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, 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

Students will be provided the safety plan in Moodle and/or via email prior to the first day of class and given information the first day on campus.

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

Lights and lightstands will be shared and labelled.

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

If employees are observed not following proper procedures, they will be reminded to do so by peer and/or supervisor and be sent for any further training by supervisor if required

25. A process has 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 reminded of the process. If they do not comply, they will be asked to leave the classroom until they are able to comply with the safety protocols of the room.

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

Students will be provided with instructions to stay home if they have any symptoms and to email their instructor about their absence.

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