

Program/Course Health & Safety Form Spring 2021 FINA 4300 & 4400 Spruce 210, Spruce 140, Fir 144 , Fir 146 & Spruce Atrium

Date: 1/7/2020	Campus: Surrey
Faculty: Arts	Program: Fine Arts
Date of first group of students on campus: 1/8/2021	Date of first group of students to leave campus: 4/12/2021
Date of second group of students on campus (if needed): n/a	Date of second group of students to leave campus (if needed): n/a
<p>Number of students anticipated on campus and on which days: 18 students are anticipated on Fridays from 10:00 am - 4:00 pm. Students work on campus in Open Studios the other days of the week in assigned work spaces (Spruce 210, Fir 144 and Fir 146). Students work occasionally in the Sculpture, Printmaking, Digital Media, and Ceramic studios and Spruce Gallery (Spruce 130, 138, 211, and 145, and 140). A sign-up sheet will be used for the Sculpture, Printmaking, Digital Media, and Ceramic studios to meet maximum space requirements -- a safe sign up protocol is being developed, and will be made available to the students for these classrooms. Estimated times open studio times for Spruce 130, 138, 211, 145 and 140 would be Mon to Fri, 10am to 6pm. Students are not allowed to access the studios until they book with either Heather, Wei or Terry (Instructional technicians).</p>	<p>Number of employees on campus to support this program and on which days: 4</p> <p>Instructor Name: Amy Huestis Scott McBride Printing tech student assistant Adam Chase Studio tech and printing tech, Wei Chen</p>
<p>Rationale for why students need to be on campus: Students require access to specialized equipment and physical space provided by the FINA studios throughout the semester. Students require use of studios and equipment outside of scheduled class time in order to meet course objectives and content. They also need access to the expertise and safety support of our program assistant due to the equipment required to complete projects. Their advanced projects also need to be discussed/shown on campus when possible in individual meetings with the instructors. Students have 6 hrs of class time and are</p>	

expected to commit a minimum of 3-6 hours outside of class to develop their research and studio-based work. This is their graduating exhibition semester and they need to install work in the Spruce Gallery (Spruce 140) and Spruce Atrium (Spruce 100) spaces as the semester progresses.

Proposed Spruce Atrium group critiques and installation/set-up times (to be reviewed by the Dean and by Facilities)

February 10 - 12, 8:00 am - 5:00 pm

April 7 - 9, 8:00 am - 5:00 pm

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

Yes, the registrar was informed in November 2020.

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 is required. Disinfectant required for cleaning tools, equipment and 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).

Yes, the instructors were involved in the development of this safety plan. Amy Huestis has met with Pablo Dubod to review the plan on two occasions.

Classrooms work spaces:

Studios: The studio work spaces for the 4300/4400 spaces (Spruce 210, Fir 144 and Fir 146) have maximum occupancy signs as well as arrows on the floors and work stations marked with X's.

Shared work spaces:

Spruce Atrium -- Proposed Spruce Atrium group critiques and installation/set-up times (to be reviewed by the Dean and by Facilities)

February 10 - 12, 8:00 am - 5:00 pm

April 7 - 9, 8:00 am - 5:00 pm

Ceramics, Sculpture, Digital Media, and Printmaking Studios -- These classrooms (Spruce 130, 138, 211, and 145).are each assigned Health and Safety Plans and Protocols by their

respective instructors and technicians. Students will use the sign up protocols to work in these spaces with the technicians.

Spruce Gallery - The class in small groups will use the Spruce Gallery (Spruce 140) occasionally for critiques, beginning in February 2021. Don Smith of Facilities is verifying the maximum occupancy for this space. Once this is decided, a floorplan will be provided in addition to this plan, and a maximum occupancy sign will be posted on the door.

Faculty online while students on campus:

As the term begins with the students using the classrooms on campus, and the instructors online at home due to high transmission rates of COVID 19, the FINA technicians are given authority to maintain these plans with the students and ensure that guidelines are met for health and safety.

Scott McBride, Amy Huestis, and Wei Chan will meet with students online in January 8th for a mandatory Health and Safety session to go over this plan and guidelines, and to assign workstations.

Students 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.
- 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.
- Studio tables will be marked with designated work areas to ensure physical distancing
- Students, faculty, and staff will conduct Covid-19 self-assessments prior to arrive on campus and attending class.

There will be times when you need to work with KPU equipment in the Ceramics, Sculpture, and Printmaking studios. Here's what to do with tools:

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

Tools in tool cabinets will be sanitized and will be handed out by the faculty and program assistant to only. Dirty tools will be returned to a "dirty table" and either cleaned at the end of day or when needed next. Protocols for sign up to those rooms and for use of tools are arranged with the technicians.

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

David Florkowski was consulted on Oct. 2, 2020. Since the rooms are already approved for student use for Fall 2020, no further consultation is required.

Submitted by: Amy Huestis

Approved by Provost and VPA:
Dr. Sandy Vanderburgh

Signature:

Date:

Approved by the Office of Health & Safety
Name: Pablo Dobud

Signature:

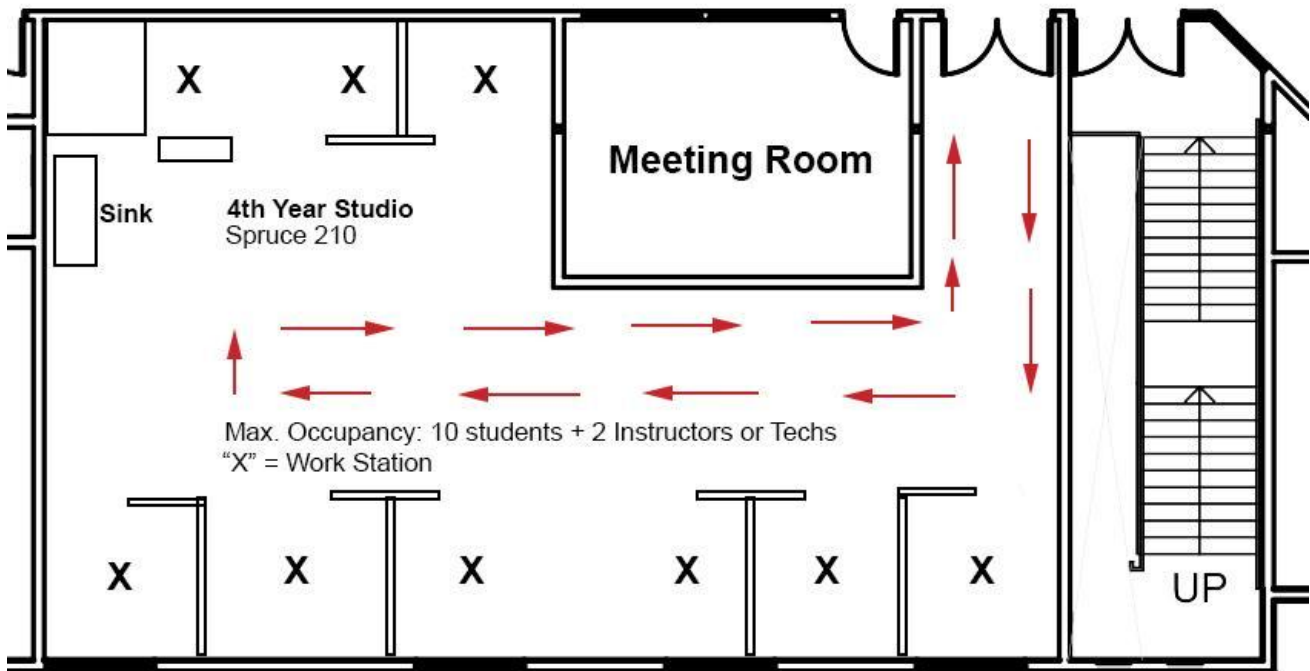
Date:

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

Floor Plans of 4300/4400 classrooms

Spruce 210: FINA 4th year studio

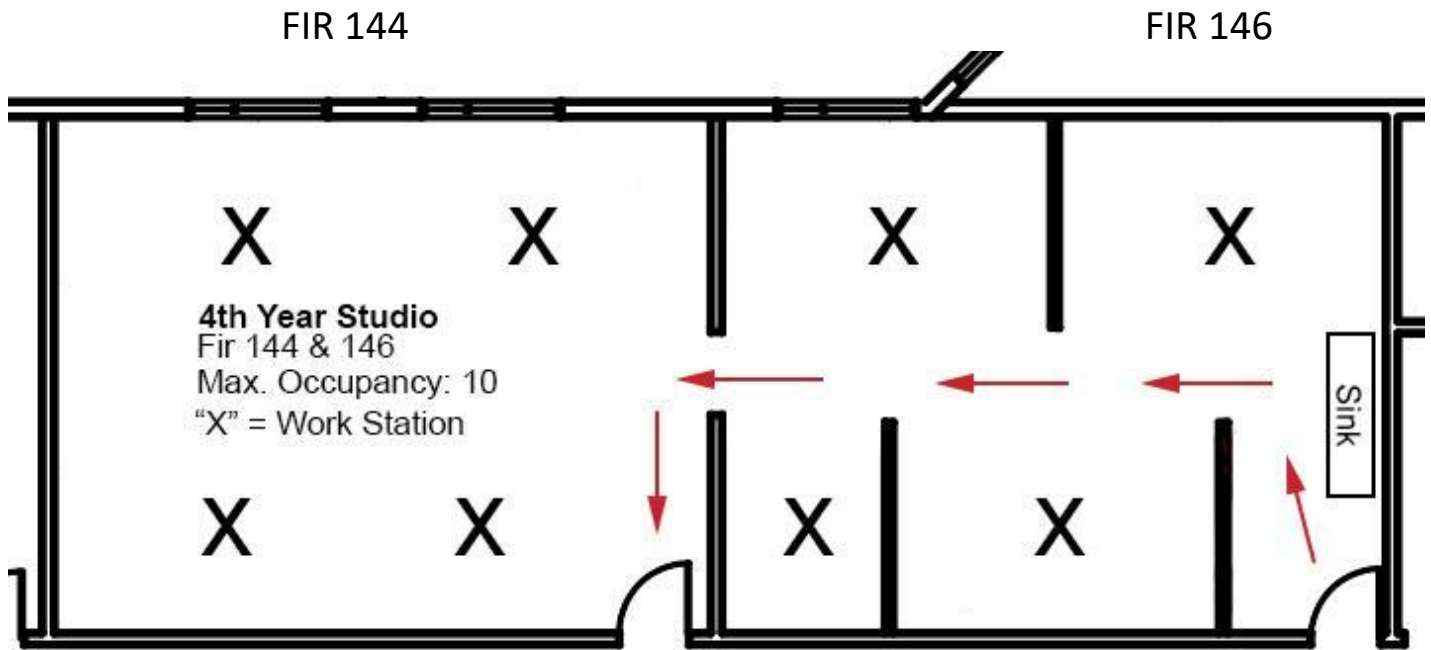
Number of workstations: 9

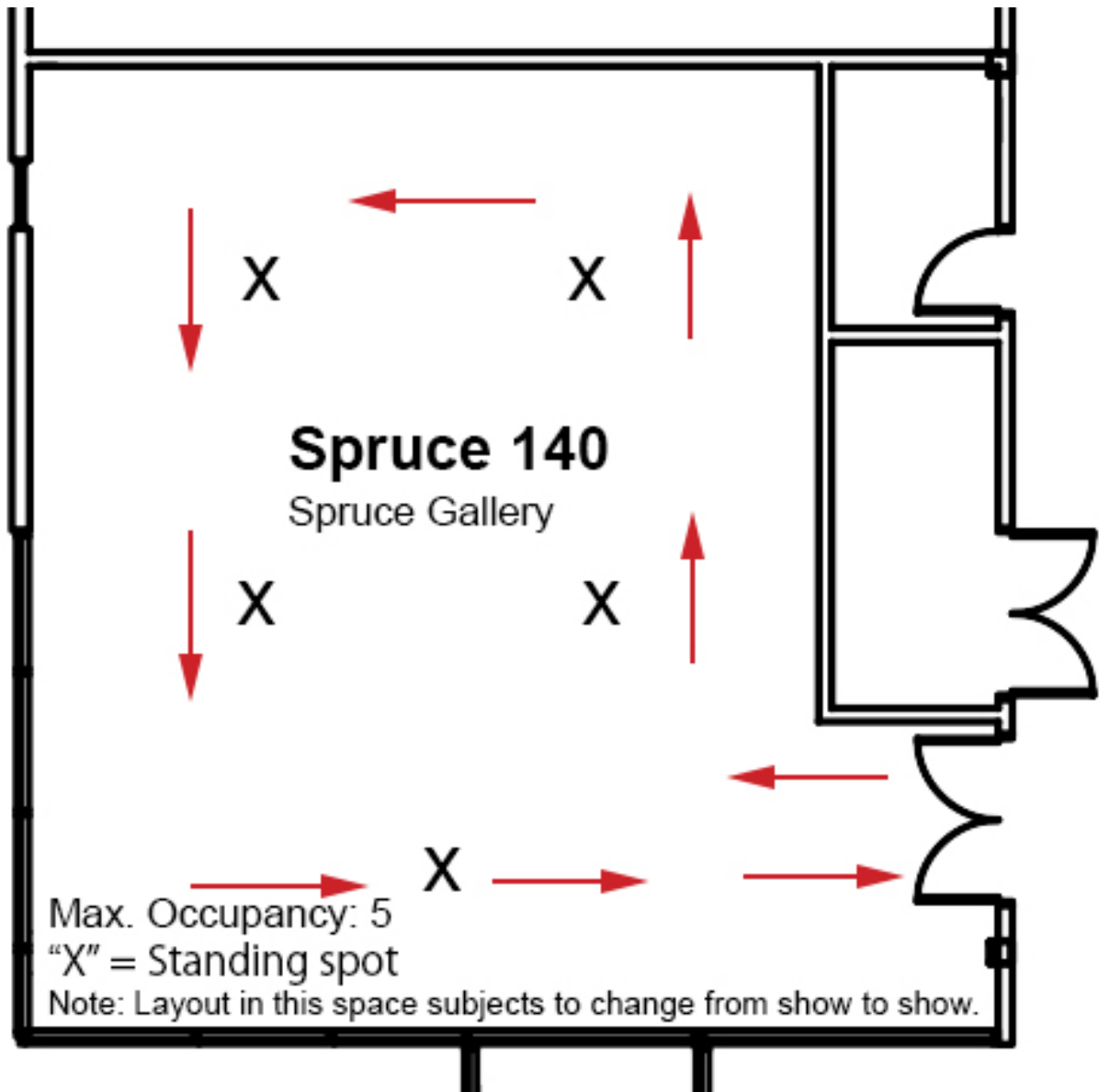


Fir and 144 and 146: FINA studios

These classrooms are connected.

Number of workstations: 8





COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

Campus:

Completed by:

Date:

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

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

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