

Program/Course Health & Safety Form

Date: 8/17/2020	Campus: Richmond WSD
Faculty: Eleanor Hannan	Program: Fashion & Technology
Date of first group of students on campus: 2/9/2021	Date of first group of students to leave campus: 3/23/2021
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: 8 students maximum in two labs (960 and 1950) (class to be broken into group of 8) Class sessions on Tues 9-12noon and 1-4pm Click or tap here to enter text.	Number of employees on campus to support this program and on which days: 1 Instructor Name: Eleanor Hannan Specific Days: Feb 9, Feb 23 (in lieu of Jan 12) Mar 9, Mar 23
Rationale for why students need to be on campus: The whole rationale for the course is to practice and know the chemistry of dyeing, printing and surface treating/creating textiles. The chemical dye components are not safe to do at home and students will not have any of the proper equipment. Without access to the labs they are more likely to use inadequate equipment and unventilated unsafe spaces. Part of the training is in how to know you have the correct venting to work with dye chemicals safely; students cannot do this work at home for safety reasons - except on the smallest scale. This is best provided in person.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? Yes, August 21, 2020	
PPE requirements for students, faculty, and staff (quantity needed). Anticipated PPE to include: masks for up to 26 students plus 1 faculty (students/faculty to provide own masks, back-up masks on hand); hand washing stations; disinfecting cleaner for all surfaces in both labs (0960, 1950), tables and chairs (and any other equipment that may be used). Gloves are worn at all times in dyeing processes and in the dye lab and we will continue with that with more attention to glove care and cleanliness. As necessary hand washing stations are available in the dye lab; gloves will be worn too for handling other equipment such	

as irons also painting and other equipment regularly used in the surface design course. Tables will be washed regularly and covered in plastic sheeting.

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

Yes, with the instructor and program coordinators in August 2020, waiting for final approval from OH&S.

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

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.

The safety plan will comply with the BC Government, Provincial Health Officer, and WorkSafeBC guidance and directives regarding COVID-19 safe work practices. This is anticipated to include:

Safety Plan for Employees and students:

1. Educating students on the safety plan and required protocols.
 - a. Covid-19 early symptoms and the need to stay home if symptoms are present or if they have had contact with individuals known to have contracted Covid-19.
 - b. Handwashing.
 - c. Use of PPE.
 - d. Disinfecting.
 - e. Distancing.
 - f. Own tools
 - g. Reporting concerns.
2. Handwashing:
 - a. Upon entering the building, prior to entering the labs.
 - b. Within the labs prior to and after using equipment; prior to and after handling of textile dyeing materials
 - c. Prior to and after consuming food or drink outside the labs during breaks.
 - d. Upon completing work within the labs before leaving the building.
3. Use of PPE:
 - a. Masks must be worn at ALL times
 - b. Gloves to be worn when using the shared irons or other specialized equipment such as working in the dye mixing boxes.
4. Disinfecting:
 - a. Upon entering the lab and prior to leaving the lab, all tables, chairs, work surfaces and equipment that were used.
 - b. While working within the lab, prior to and after using any machine, table surface, or equipment that is shared.

5. Distancing:

- a. Maintaining a minimum of 2m distance between students and between students and faculty during movement in/out of the space, within the space and during breaks. Masks will be worn at all times.
- b. Entry to the building will be via the main campus entrance. Movement through the causeway to WSD will be marked with each side of the corridor having unidirectional traffic flow. Transition between the 1st floor and groundfloor via the Grand Staircase. Elevators will be single occupancy for those who require or choose use of an elevator.
- c. Entry and exit to rooms 0960 a single door entry and exit and 1950 will be through different doors that are clearly marked. The door to 0960 and 1950 will remain open when people are working within this area to ensure clear view of people approaching from either side of the door.
- d. 0960: Textiles lab: Two students per table for a maximum of 4 students in the room and spacing between work zones will be established, assigned and marked.
1950 Additional lab space for work not involving dyeing: a maximum of 4 people.
Students will be assigned a table space within the rooms and the class will be split between these two rooms to enable adequate distancing between tables. Maximum occupancy in 1950 and 0960 is 4 in each room: and 1 employee (instructor).
- e. Students will sign up for use of specific zones within these two rooms. There will be 4 designated zones within each room.

6. Own supplies:

- a. Each student must bring and use their own supplies: such as tape, scissors, brushes (or assigned classroom brushes), shared room equipment will be designated and cared for by that student.

7. Signage:

- a. Posters supplied by KPU will be put up as reminders for distancing, hand washing, and maximum room occupancy at entrance/exit to each room.
- b. Posters will be put up as reminders for disinfecting and hand washing upon arrival and prior to departure.
- c. Directional arrows and signage will be put up to guide the intended directional traffic flow, table assignments, and work zones. Stairwells, elevators, doorways and assigned tables/machines.
- d. Signage will be put up at the entrance to 0960 and 1950 to remind that masks

and gloves are required at all times.

8. Reporting:

Students who have concerns regarding their safety or the safety of others, or concerns regarding the safety protocols or the implementation will be encouraged to report this first to faculty or lab staff, or if that is not felt to be safe, to the Office of the Dean.

Have you consulted with Dr. David Florkowski, AVPA before submitting this request? Yes, initial discussion in August; waiting for final approval

Submitted by: Eleanor Hannan

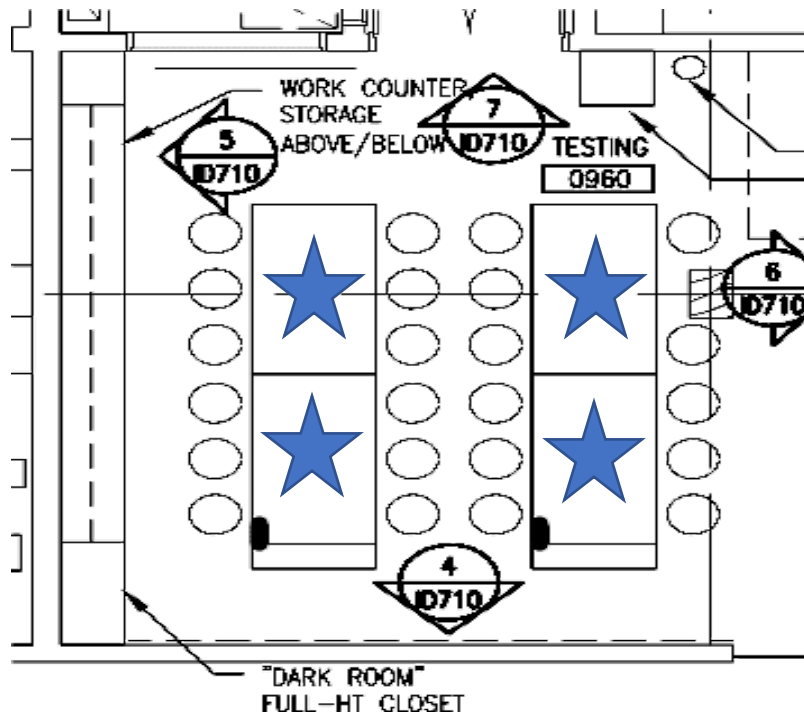
Approved by Provost and VPA:
Dr. Sandy Vanderburgh

Signature:

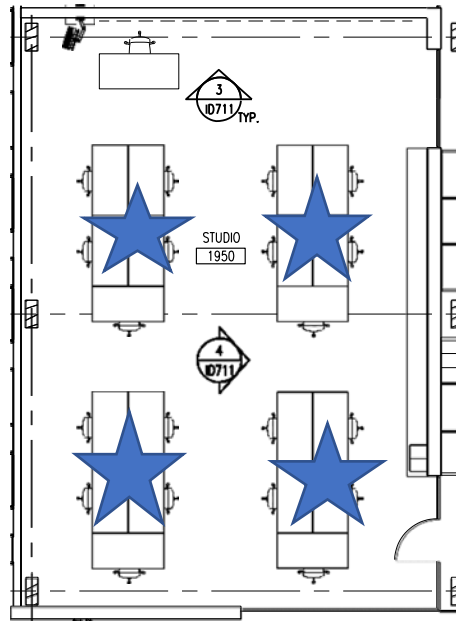
Date:

<p>Approved by the Office of Health & Safety Name: Pablo Dobud</p>	<p>Signature: Date:</p>
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Insert sketch(es) of classroom arrangement and “flow of students” here.



Room 960 – 4 students/1 per table



Room 1950 – 4 students/1 per table

COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

Fashion & Technology

Campus:

Richmond-WSD 960/1950

Completed by:

Eleanor Hannan

Date:

August 17, 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

This will be provided online prior to first class and will be reviewed during first class.

2. Handwashing posters posted in all washrooms?

Yes

Not Applicable

KPU standard hand washing poster.

3. Students/employees are reminded to practice good hygiene during class and to wash hands immediately before and after class?

Yes

Not Applicable

Signage will be posted at the entry and exit of rooms as reminders. Staff will remind students.

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

Yes

Not Applicable

Sinks for hand washing are available in the washrooms and servery area on the 1st floor. One student per sink during hand washing.

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

Yes

Not Applicable

Food/drink breaks will abide by distancing guidelines. Recommended break areas will be outside or main foyer. Disinfecting and hand washing will be required before and after breaks.

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

Yes

Not Applicable

KPU standard posters will be posted.

7. The maximum number of persons allowed in a space has been determined in order to maintain 2-meter physical distancing?

Yes

Not Applicable

4 students and 1 faculty in Textile Lab (0960) and 4 students and 1 faculty in Studio (1950)

8. Occupancy limit signage posted on door?

Yes

Not Applicable

This will be done.

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

To be installed as indicated.

10. If applicable, has Facilities been notified of additional cleaning needs for building/classrooms/shop/lab?

Yes

Not Applicable

Facilities will be notified of the specific rooms that will be used.

11. If applicable, Facilities has been notified of additional signage required for the classroom/shop/lab?

Yes

Not Applicable

We will contact Facilities to request items such as directional arrows and positioning labels.

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

Distancing guidance will be maintained and recommended break locations will be identified.

13. Classroom/shop/lab set up to allow for 2 meters physical distancing between all occupants?

Yes

Not Applicable

As indicated on diagrams.

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

When physical distancing is not possible during personal instruction or assistance at machines, masks will be worn by both student and instructor.

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

Students will have own textiles kits, assigned work table

18. Common touch points and tools/equipment that must be shared are identified?

Yes

Not Applicable

Shared specialty tools, irons have been identified and will be disinfected before/after use.

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

Update: masks will be worn at all times

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

Students not following established control measures will be reminded and warned. Repeated failure to follow control measures will result in loss of access to lab space for the student involved.

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 advised that if they are experiencing any signs and symptoms that are related to COVID-19, they need to remain home, then contact 811, then the instructor

28. Students are advised to self-monitor and notify instructor if not feeling well?

Yes

Not Applicable

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. Then please connect with us to determine next steps."

29. Employees are encouraged to self-monitor and to notify supervisor if not feeling well?

Yes

Not Applicable