

## Program/Course Health & Safety Form

<b>Date:</b> 8/10/2020	<b>Campus:</b> Richmond
<b>Faculty:</b> Wilson School of Design	<b>Program:</b> Graphic Design for Marketing <b>Course:</b> GDMA 3230
<b>Date of first group of students on campus:</b> 2/2/2021	<b>Date of first group of students to leave campus:</b> 4/6/2021
<b>Date of second group of students on campus (if needed):</b> 2/2/2021	<b>Date of second group of students to leave campus (if needed):</b> 4/6/2021
<p><b>Number of students anticipated on campus and on which days:</b> The GDMA third year cohort currently has 19 students: we propose breaking the group into two sets (9 and 10) for the duration of the semester.</p> <p><b>Group A:</b> On campus <b>Tuesday</b> afternoons, from 1 to 2:45pm; 4 sessions, <b>deleted January 8</b>, February <b>2</b>, March <b>9</b> and April <b>6</b></p> <p><b>Group B:</b> On campus <b>Tuesday</b> afternoons, from 3:15 to 5pm; 4 sessions, <b>deleted January 8</b>, February <b>2</b>, March <b>9</b> and April <b>6</b></p>	<p><b>Number of employees on campus to support this program and on which days:</b> 1</p> <p><b>Instructor Name:</b> David Young</p>
<p><b>Rationale for why students need to be on campus:</b> <b>GDMA 3230 Marketing Communications Design 2</b> is a crossover course in which students complete coursework in both this class and in Packaging Design. As such, this course requires a great deal of oversight from the instructor, and frequent one-on-one meetings to help steer students in a strong direction for their combined final project. This course is also the last of three courses in a Marketing Communications Design stream and sets students up for success in their 4<sup>th</sup> year Capstone Project. The opportunity to meet in person four times over the course of the semester will reinforce virtual learning, advance projects and contribute to cohort success and morale.</p>	

**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: face masks for up to 19 students and 1 instructor; hand sanitizing station; hand washing stations; disinfectant for tables, chairs and surfaces. Students will be using their own laptops; no shared equipment.

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

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

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

**Safety Plan for Employees and students:**

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:

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 laptop.
  - g. Reporting concerns.
2. Handwashing:
  - a. Upon entering the building, prior to entering the classroom.
  - b. Prior to and after consuming food or drink outside the classroom during breaks.
  - c. Upon completing work within the classroom and before leaving the building.
3. Use of PPE:
  - a. Masks to be worn at ALL times.
4. Disinfecting:
  - a. Upon entering the classroom and prior to leaving the classroom, all tables, chairs, work surfaces and equipment that were used.
  - b. Prior to Group B arriving in the classroom, all tables, chairs and work surfaces that were used.
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 to the 2nd floor will be marked as up via the south stairwell nearest the Dean's Office and down via the north stairwell. Elevators will be single occupancy for those who require or choose use of an elevator.
  - c. Entry and exit in room 2920 is through a single door. The door to 2920 will remain open when people are working within this area to ensure clear view of people approaching from either side of the door.
  - d. One student per table with 2 metres of spacing will be established, assigned and marked. Group A and Group B students will each be assigned a table during their respective time slots. Maximum occupancy in 2920 will be 12: 11 students max and 1 employee (instructor.)
6. Own laptop:
- a. Each student must bring and use their own charged laptop and studio supplies like notebook, pens, paper, etc. Students will not be permitted to connect extension cords to wall power sources from their tables.
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 2920 to remind that masks 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 walkthrough/discussion in August.**



<b>Submitted by:</b> Andhra Goundrey, Dean, Wilson School of Design	
<b>Approved by Provost and VPA:</b> Dr. Sandy Vanderburgh	<b>Signature:</b>  <b>Date:</b>
<b>Approved by the Office of Health &amp; Safety</b> <b>Name:</b> Pablo Dobud	<b>Signature:</b>  <b>Date:</b>

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

\*see pdf attachment

**Graphic Design for Marketing  
Spring 2021**

Classroom Layout Plan for:  
GDMA 1200  
GDMA 2230  
GDMA 3230  
GDMA 4216

**Overview**

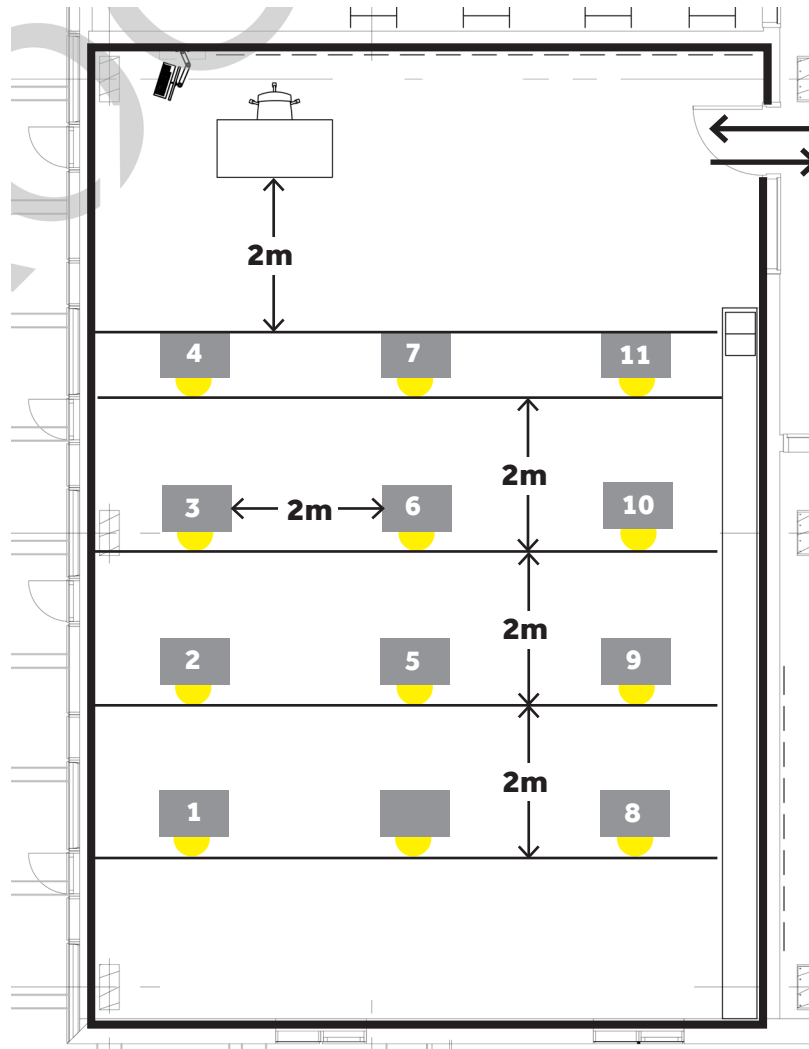
Maximum number of students: 11  
Maximum number of faculty/staff: 1  
Room total: 12

Projector is at the front of the room.  
Students will have their own laptops, and can present materials to the class wirelessly using VIA or Airplay without moving from their desks.

One-on-one meetings with faculty can take place at the instructor's station (with protocols for sanitizing chairs and surfaces between students), wearing masks, and with distancing provided by the longer desk.

**SCALE 1:100 (1cm = 1m)**

- Small desk with locking feature  
36 x 24 inches
- Assigned seating; cleaned thoroughly  
in between Groups A and B



# 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”.**

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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

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

UPDATE: Masks to 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

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