

Program/Course Health & Safety Form

Date: 8/17/2020	Campus: Richmond Wilson School of Design
Faculty: Wilson School of Design	Program: Interior Design IDSN 4002 Senior Studio Lab Sections R11 & R12
Date of first group of students on campus: 2/4/2021	Date of first group of students to leave campus: 4/15/2021
Date of second group of students on campus (if needed): 2/4/2021	Date of second group of students to leave campus (if needed): 4/15/2021
Number of students anticipated on campus and on which days: <ul style="list-style-type: none"> • Maximum 10 students / per sections. • Scheduled class times: Thursdays: 8-noon & 1 – 5pm: • We propose scheduling groups of 5 students in 2 hr. blocks (allowing for cleaning in between groups). • We anticipate 6 in-person lab sessions • Proposed room WSD #2960 – see attached floor plan. • 	Number of employees on campus to support this program and on which days: 2 faculty on Thursdays Instructor Name: Lucie Gagné; Mark Pritchard Dates: (removed Jan 21 as start date) <div style="text-align: center;"> Feb 4 March 4 March 25 April 8 April 15 </div>

Rationale for why students need to be on campus:

IDSN 4002 Senior Studio, is the continuum of IDSN 4001, a self-initiated individual project whereby the student determines a unique topic of research, development and articulation of final problem solution. Given the complexity and uniqueness of Capstone (Thesis) projects, and with each student's project being unique, highly complex and comprehensive, faculty need face to face/in-person communication to effectively convey detailed and interactive responses to questions arising from weekly critiques and assessments.

In various other design programs, it is typical for graduating/thesis students to have designated committee members who meet regularly in order to contribute meaningfully to the design project. Having two internal faculty members team teaching the senior studio helps us leverage the strong knowledge base we have as a faculty. With remote/virtual teaching & learning, too frequently, students silo themselves and only occasionally engage with each other and with faculty.

An important part of the iterative design process is feedback and assistance from instructors. To enable students to make quick iterative changes as they developed design concepts and work towards the development of their final projects, feedback from instructor(s) is best provided in person. Utilization of short throw projectors and interactive whiteboards which allow for detailed, graphic feedback from faculty while critiquing each students' work, also allowing the other classmates to effectively observe and learn from examples presented.

Students capstone projects consist of the re-design of an approximately 15,000 - 20,000 sq.ft. of space, and to demonstrate both the ability to develop a comprehensive and detailed design project and show their technical competency. Given the scope of their projects, students are required to communicate their final solution by means of 3D/computer renderings of the space and sub-architecture. Access to computer labs for specific rendering/visualization software and high speed processors is essential (students do not generally have this software on their personal computers, nor are they powerful enough).

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 20 students in total (2 sections) plus 2 faculty (students and faculty to provide own masks, have back-up on hand); hand washing stations; disinfecting cleaner for tables and chairs (and any other equipment that may be used). Gloves are not anticipated as necessary in the general studio/lab area if hand washing stations are provided; however, gloves will be needed for shared equipment (computer station, short throw projector, etc...).

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:

- **Educating students** on the safety plan and required protocols.
 - 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.
 - Handwashing.
 - Use of PPE.
 - Disinfecting.
 - Distancing.
 - Own equipment & supplies.
 - Reporting concerns.

Student Self-Assessment for COVID-19 symptoms will be part of the initial education for students regarding the COVID-19 Safety Plan for IDS4002, that will be posted

on the course website (Moodle), and will be part of the onsite check-in with students when they arrive on campus.

The course website and student education for COVID-19 Safety Plan will include the following script. "If you are experiencing any signs and symptoms that may be related to COVID-19, you need to remain home, contact 811, then contact the instructor to determine next steps."

Students and faculty will be directed to conduct Covid-19 self-assessment prior to arriving on campus and attending class.

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."

- **Handwashing:**

- Upon entering the building, prior to entering the classroom/studio.
- Prior to and after handling of equipment.
- Prior to and after consuming food or drink outside the labs during breaks.
- Upon completing work within the studio/labs before leaving the building.

- **Use of PPE:**

- All people will be masked for the entire time in the WSOD building, and until they exit the building.
- Each person will provide their own PPE, but we will have 20 masks available for the students, and a box of gloves as a backup.
- Gloves to be worn when using any shared equipment or specialty machines.

- **Disinfecting:**

- Upon entering and prior to leaving the studio, each person will use the disinfectant wipes provided to clean their chair and desk surface prior to using them, and they will use another disinfectant wipe after the class on all tables, chairs, work surfaces and equipment that were used.
- While working within the studio, prior to and after using any equipment, such as cutting table or others that is shared.

- **Distancing:**

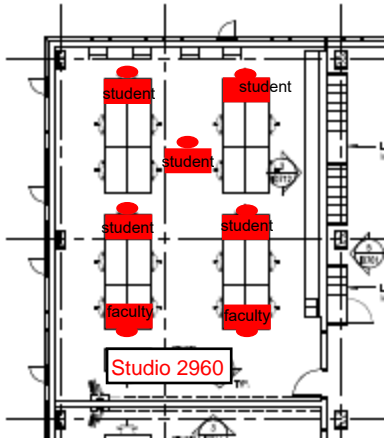
- Maintaining a minimum of 2m distance between students and between students and faculty during movement in/out of the space, within the space and during breaks. Masks will be worn at all times.

- 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.
- Entry and exit in room 2960 is through a single door. The door will remain open when people are working within this area to ensure clear view of people approaching from either side of the door.
- One student per table and spacing between desks will be established, assigned and marked. Students will be assigned a desk within room 2960, and the class will be split in groups of 5 students in 2 hr. blocks (allowing for cleaning in between groups). Maximum occupancy at one time in 2960 will be 7 per room: 5 students max and up to 2 KPU faculty.
- Students will be instructed to bring their own water and snacks from home to avoid using any shared spaces or facilities inside the WSOD building. They will be informed that they must exit the building before partaking of water and snacks, and that they must maintain social distancing at all times.
- **Supplies:**
 - Students will bring all of their own supplies, computing devices, mice, etc. and will connect to the classroom software / projector wirelessly.
- **Signage:**
 - Posters supplied by KPU will be put up as reminders for distancing, hand washing, and maximum room occupancy at entrance/exit to each room.
 - Posters will be put up as reminders for disinfecting and hand washing upon arrival and prior to departure.
 - 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.
 - Signage will be put up at the entrance to 2960 to remind that masks are required at all times.
- **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 staff, or if that is not felt to be safe, to the Office of the Dean.
 - Any student who is unable to attend the in-person classes, or desires to shelter at home, will be able to attend these sessions virtually.

<p>Have you consulted with Dr. David Florkowski, AVPA before submitting this request? Yes, initial walk-through/discussion in August.</p>	
<p>Submitted by: Andhra Goundrey, Dean, Wilson School of Design</p>	
<p>Approved by Provost and VPA: Dr. Sandy Vanderburgh</p>	<p>Signature:</p> <p>Date:</p>
<p>Approved by the Office of Health & Safety Name: Pablo Dobud</p>	<p>Signature:</p> <p>Date:</p>

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

*see pdf attachment



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

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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

NOTE: 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

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24. A process has been developed to deal with employees not following the control measures?

Yes

Not Applicable

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25. A process has been developed to deal with students not following the established control measures?

Yes

Not Applicable

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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

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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

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

Yes

Not Applicable

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

Yes

Not Applicable

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