

Program/Course Health & Safety Form

Date: 8/17/2020	Campus: Richmond- WSD
Faculty: Wilson School of Design	Program: Interior Design IDSN 1202 Studio 2 – Lab Sections R01 & R02
Date of first group of students on campus: 1/28/2021	Date of first group of students to leave campus: 4/15/2021
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: <ul style="list-style-type: none"> There are also 2 lab sections for IDSN 1202: R01 and R02 each with 10 students max. 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 5 in-person lab sessions Proposed room WSD #1960 – see attached floor plan. 	Number of employees on campus to support this program and on which days: 2 faculty on Thursdays Instructor Name: Brenda Snaith & Erika Balcombe Dates: (removed Jan 14 for Jan 28 start date) Jan. 28/2021 Feb. 11/2021 March 18/2021 April 13/2021
Rationale for why students need to be on campus: Key to our studio process in this first year of studies is the shared-learning relationship between a student and fellow students. Face-to-face learning fosters this relationship; when all learning is distance learning we cannot see other's responses, connections, and reactions to critique and presentations, thereby losing the ability to actualize all of the course learning objectives.	

The proposed for in-person teaching and learning are for studio project introductions, mid-project preliminary presentation + critique, and final presentations + critique; it is important for the students to view pinups and oral presentation in-person, as there are so many communication cues that are not oral or gleaned from visuals only.

In addition, these are an opportunity for student peers to bond within their cohort, interact with one another, and increase their camaraderie. The in-person interaction includes the added value of being able to gain insight from other people and develop social linkages.

Our students are multi-modal learners, and while components of this course can be delivered on-line, we require the full experience of face-to face/in-person studio with its inherent modalities to be experienced by all. Our aim is that in-person classes will enrich the cohorts' connections, and allow them to be comfortable for team projects and facilitate future discussion and dialogues.

Additionally, there is a significant requirement for active and iterative model making in this course. Access to the specialty equipment on campus such a laser cutter, 3D printer and access to the workshop is essential. Most students do not have access to the specialty machines outside of the KPU labs. Students will be required to sign up for specific times with staff for training and to be able to use the equipment, and to access the workshop in small groups. This will be coordinated through the Lab Coordinator.

An important part of the iterative 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.

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, 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 (classroom computer station, short throw projector, etc...).

- 20 masks for students (backup)
- 1 container of Disinfectant wipes for each of the 5 days.
- 1 box of gloves (backup)
- Faculty will provide their own PPE.

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 IDSN 1202, 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. Elevators will be single occupancy for those who require or choose use of an elevator.

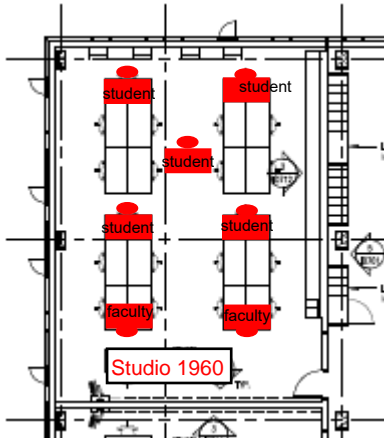
- Entry and exit in room 1960 is through a single door. The door will remain open when people are working within this area to ensure clear view of people approaching from either side of the door.
- One student per table and spacing between desks will be established, assigned and marked. Students will be assigned a desk within room 1960, 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 1960 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 1960 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.

Have you consulted with Dr. David Florkowski, AVPA before submitting this request? Yes, initial walk-through/discussion in August.

Submitted by: Andhra Goundrey, Dean, Wilson School of Design	
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.
*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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