

Program/Course Health & Safety Form

Date: 8/14/2020	Campus: Richmond
Faculty: Wilson School of Design	Program: Product Design
Date of first group of students on campus: 2/23/2021	Date of first group of students to leave campus: 3/30/2021
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: For DEPD 1140 only the paint booth in WSD 0965 will be necessary. This will allow only 1 student at a time, therefore schedules will be created for students to come in pre-arranged times. Wednesdays, 8-11:50am Total of 15 students divided into three groups of 5 students each, with one group scheduled on each of the following days: March 3, 10, 17	Number of employees on campus to support this program and on which days: 1 Instructor Name: Victor Martinez or Steve Fairbairn
Rationale for why students need to be on campus: DEPD 1140-Model Making teaches students how to fabricate physical models for their design representations. Some assignments can be done at home. Others require the use of materials that demands the use of the paint booth at the workshop room 0965 for adequate ventilation. The learning outcomes will be severely diminished if the students don't practice these assignments.	
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).

By default students are required to use PPE due to the fumes created from these materials. It is common practice to request students to bring their own personal mask. We would need to be prepared to distribute some masks at the workshop for back up supply. Gloves are usually provided by the school. There will be a total of 20 students and 2 staff in alternating times as described previously.

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

Yes, with the instructor and program coordinator, 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 tools as much as possible.
 - g. Reporting concerns.
2. Handwashing:
 - a. Upon entering the building, immediately once in the workshop.
 - b. Within the workshop (965) prior to and after using machines; prior to and after handling of any material.
 - c. Prior to and after consuming food or drink outside the workshop during breaks.
 - d. Upon completing work within the workshop before leaving the building.
3. Use of PPE:
 - a. Masks to be worn by all individuals involved at all times due to the fumes created by the materials as described above and the noted mask protocol.
 - b. Gloves to be worn at all times due to protect from the chemicals in the materials as described above.
4. Disinfecting:
 - a. Upon entering the workshop and prior to leaving it, all tables, chairs, work surfaces and equipment that were used.
 - b. While working within the workshop, prior to and after using any machine, cutting table 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 ideally via the glass back door of the workshop, this will minimize contact in public spaces of campus, an instructor will be monitoring this entry to maintain proper safety.
- c. One student at any time as per paint booth capacity.

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.

8. Reporting:

- a. 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 walk-through/discussion in August.

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

Approved by Provost and VPA:

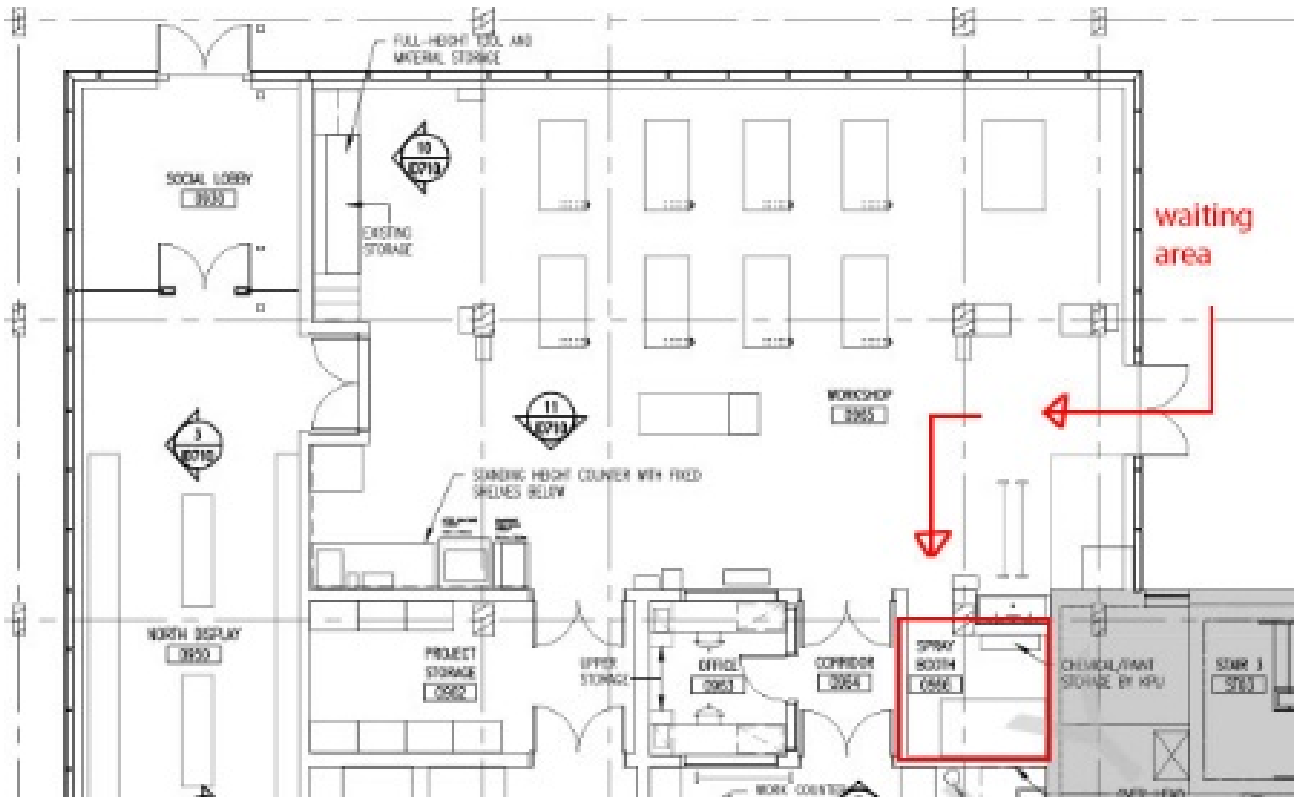
Dr. Sandy Vanderburgh

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.



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

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

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