

## Program/Course Health & Safety Form

<b>Date:</b> 9/10/2020	<b>Campus:</b> Richmond – Richmond Farm
<b>Faculty:</b> Institute for Sustainable Food Systems	<b>Program:</b> Richmond Farm School
<b>Date of first group of students on campus:</b> 3/13/2021	<b>Date of first group of students to leave campus:</b> 10/30/2021
<b>Date of second group of students on campus (if needed):</b> Click or tap to enter.	<b>Date of second group of students to leave campus (if needed):</b> Click or tap to enter.
<b>Number of students anticipated on campus and on which days:</b> 20 students at the Richmond farm located at 13840 Gilbert Rd	<b>Number of employees on campus to support this program and on which days:</b> 2 employees  <b>Instructor Name:</b> Daniel Garfinkel
<b>Rationale for why students need to be on campus:</b> Students will not be on campus. The “classroom” is the outdoor teaching farm at Richmond. Students will be learning outdoors and on the fields	
<b>Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?</b> Yes, this is a program of CPS and we have already initiated conversation with the CPS department of this program happening next year.	
<b>PPE requirements for students, faculty, and staff (quantity needed).</b> A box of disposable masks should students want to use them. Considering getting face shields for instructors. However, all classes will be outdoors, so it may not be necessary. Should the students come within 2m of each other, masks must be worn.	

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

Yes, we had discussion on how to go forward with this program with Faculty OH&S and the Director of the Institute for Sustainable Food Systems

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

**Safety Plan for Employees and students:**

- All employees and students must conduct the Covid-19 self assessment prior to class
- An email will be sent to students before the first day of the farm's layout, the location of portable potties, hand washing station, indoor spaces and the general layout of the farm
- Should students or employees feel ill or show symptoms of Covid-19, they will be asked to stay at home
- All students and staff will be asked to wash their hands first when they arrive at the farm
- We will provide gloves for students who wants them
- Everyone needs to wash their hands when leaving the farm. Everyone must wash their hands on arrival and on departure

**Belongings:**

- Students and staff will have personal cubby holes to put their belongings for the day
- Will not be having farm lunches, students will be asked to bring their own food

**Field Learning:**

- Depending on the task that day, instructor will assign students to work in groups no bigger than 3 people. Even in a group, they will be out in the field so they can maintain 2m physical distancing
- Tasks in any indoor space such as greenhouses will have a limit to 2 people inside at a time
- If possible, each student will be assigned their own tools and equipment for the day to minimize touch points. When that is not possible, all equipment and tools will be sanitized after each use, before another student uses it. For example, if person A uses a tool, they would obtain the tool, sanitize it, use it, sanitize it when completed. Then when person B needs that tool, they will follow the same process of obtain the tool, sanitize it, use it, sanitize it when completed.
- All equipment and tools will be sanitized at the end of each class

<p><b>Have you consulted with Dr. David Florkowski, AVPA before submitting this request?</b>          Yes</p>	
<p><b>Submitted by: Caroline Chiu</b></p>	
<p><b>Approved by Provost and VPA:</b>          Dr. Sandy Vanderburgh</p>	<p><b>Signature:</b>   <b>Date:</b></p>
<p><b>Approved by the Office of Health &amp; Safety</b>  <b>Name: Pablo Dobud</b></p>	<p><b>Signature:</b>   <b>Date:</b></p>

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

As explained, it is a large spacious farm so there will not be “flow of students” directions. But in at map, the main walking pathways are identified and they are wide enough for people to main distance.



# 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

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