

## Program/Course Health & Safety Form

<b>Date:</b> 8/10/2020	<b>Campus:</b> Langley
<b>Faculty:</b> Science and Horticulture	<b>Program:</b> Machinery operation and maintenance HORT 1118 L10
<b>Date of first group of students on campus:</b> 1/22/2021	<b>Date of first group of students to leave campus:</b> 4/9/2021
<b>Date of second group of students on campus (if needed):</b> 1/29/2021	<b>Date of second group of students to leave campus (if needed):</b> 4/9/2021
<b>Number of students anticipated on campus and on which days:</b> Lab will be divided into two groups of 8. Labs run on Fridays from 10 am – 1 pm in N140 (Machine shop). Some weeks, only one group will attend the entire lab, other weeks, both groups will attend half the lab time (with a one hour between groups).  Group A: Jan 22: 10am to 1pm Feb 5: 10am to 1pm Feb 26: 10am to 11am Mar 12: 10am to 1pm Mar 26: 10am – 11am Apr 9: 10am – 11am  Group B Jan 29: 10am to 1pm Feb 12: 10am to 1pm Feb 26: 12pm to 1pm Mar 19: 10am to 1pm Mar 26: 12pm – 1pm Apr 9: 12pm – 1pm	<b>Number of employees on campus to support this program and on which days:</b> 1-Instructor 1-Instructional associate  <b>Instructor Name:</b> Dan Regan
<b>Rationale for why students need to be on campus:</b> The students must complete a hands on lab to demonstrate the ability to perform tasks This will enable the students to meet the require learning outcomes of the program.	

**Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?**

The scheduling office will be notified on August 21<sup>st</sup>.

**PPE requirements for students, faculty, and staff (quantity needed).**

- 120 face masks
- 18 face shields
- 2- boxes of nitrile gloves size M
- 2-boxes of nitrile gloves size L
- Sanitizing spray
- Extra paper towels

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

Dean Betty Worobec and Dr. David Florkowski toured the north field labs to get an idea what restrictions we need to work within when offering in-person (F2F) lab sessions.

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

**Safety Plan for Employees and students:**

- Wash your hands as soon as you enter and exit the lab
- The doors will be propped open to eliminate the necessity to touch door handles
- Follow the directional arrows on the floor
- Use the same station and stool. Masking tape will be placed on the both, please write your name on the tape indicating your station and stool.
- Maintain a physical distance of at least 2 meters at all times
- Don't touch your face, nose and/or eyes

A tool box containing all of the tools and equipment you will require over the semester will be available at your station. The tool box and all contents have been thoroughly cleaned and sanitized for your safety.

At all times in the lab, students and instructors will be required to:

- Wear a face mask
- Wear safety glasses
- Wear gloves

Students and instructors will wear a face shield over a face mask when required.

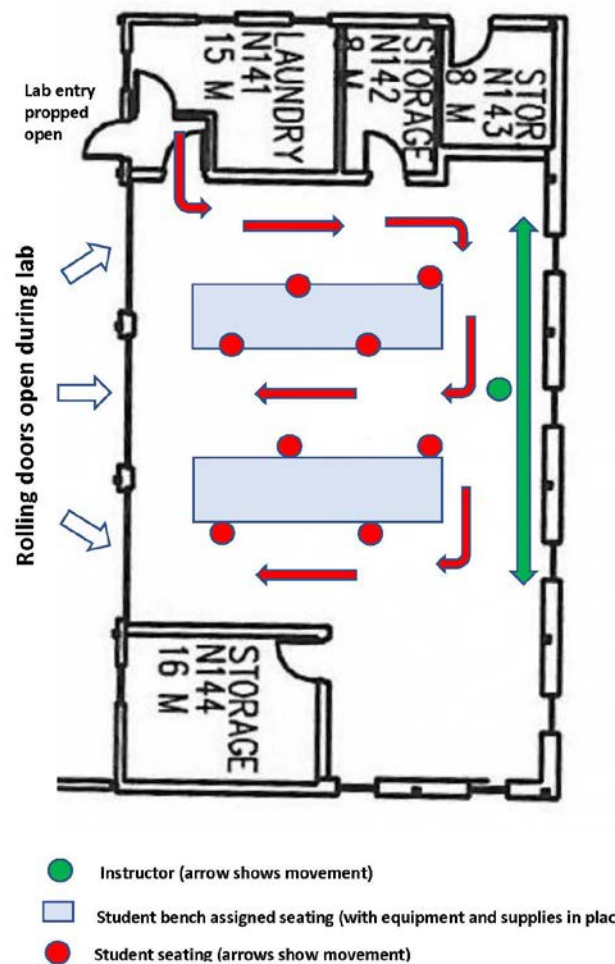
**Have you consulted with Dr. David Florkowski, AVPA before submitting this request?**

Yes, Dr. Florkowski was consulted on the maps in May 2020.

<b>Submitted by:</b> Dr. Elizabeth Worobec, Dean, Faculty of Science and Horticulture	
<b>Approved by Provost and VPA:</b> Dr. Sandy Vanderburgh	<b>Signature:</b> Click or tap here to enter text. <b>Date:</b> Click or tap to enter a date.
<b>Approved by the Office of Health &amp; Safety</b> <b>Name:</b> Click or tap here to enter text.	<b>Signature:</b> Click or tap here to enter text. <b>Date:</b> Click or tap to enter a date.

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

Langley N 140



## 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, Facilities has 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

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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

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