

## Program/Course Health & Safety Form

<b>Date:</b> 8/10/2020	<b>Campus:</b> Langley
<b>Faculty:</b> Science and Horticulture	<b>Program:</b> Horticulture – HORT 1155 L10
<b>Date of first group of students on campus:</b> 1/6/2021	<b>Date of first group of students to leave campus:</b> 3/31/2021
<b>Date of second group of students on campus (if needed):</b> 1/6/2021	<b>Date of second group of students to leave campus (if needed):</b> 4/7/2021
<b>Number of students anticipated on campus and on which days:</b> Class size=20; 10 students per group Wednesdays: 1:00PM – 3:50PM      Field Lab  <b>Group L10A:</b> Jan 13, Feb, 10, March 03, 17, 31  <b>Group L10B:</b> Jan 20, Feb 17, March 10, 24, April 07	<b>Number of employees on campus to support this program and on which days:</b>  <b>2</b>  <b>1 – January 6</b> to provide Herbarium Presses and cards to instructor; Charissa Steel.  <b>Instructor Name:</b> Betty Cunnin
<b>Rationale for why students need to be on campus:</b> The plants studied in HORT 1155 are 98% terrestrial and temperate plants that grow in Zones 2-9. About 70% of the course consists of place-based practical learning tasks designed to develop students' knowledge of the horticultural traits used for plant identification. While the students can gain some fundamental basic knowledge asynchronously and practice identifying plants remotely, provided they are located in a temperate climate, professional plant identification requires students have realistic and practical experiences to develop their tangible knowledge of plants. These experiences include touching, smelling, tasting, feeling and hearing common horticultural plants. Sometimes, developing plant ID skills and confirming plant identification requires slight plant damage to occur. To be sure that students are not damaging public plants and not risking exploring these skills on plants that they cannot be certain of their identification until they have gained experience, students are best introduced to the application of these skills in a guided, and applied context with known plants. The campus is the safest place for them, and the plants, for students to practise these skills.	

**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).**

- **Faculty-** gloves; protective face mask; protective face shield – faculty talk a lot when in the field to direct students to particular characteristics and plants
- **20 Students-** protective masks, protective gloves – 10 each per day on campus;
  - 150 each: facemask and gloves
  - Portable hand sanitizer as students will meet be outdoors; 2 bottles

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

Chairs have walked around with Dean, Dr. Florkowski and OH&S to discuss outdoor labs in HORT for Fall term; HORT 1155 L10 approved based on similar plan above (\* ONE less on campus meeting for Spring 2021).

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

**Safety Plan for Employees and students:**

- All labs will be conducted outdoors; students will meet at designated areas outdoors each visit
- Students will sanitize hands upon group arrival;
- At all times Instructor will wear face mask and face shield;
- Gloves will be worn when multiple people touching plant material and when sharing papers;
- Students will provide their own hand lens;
- Maintain distance of 2m at most times; no proximity closer for more than 5 minutes
- When in close inspection is needed due to space or visual requirements, all students and instructor will wear face masks;
- Standard COVID-19 stay at home if feeling unwell information will be provided in course presentation

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

Outdoor spaces reviewed for Fall F2F courses.

**Submitted by:** Dr. Elizabeth Worobec, Dean, Faculty of Science and Horticulture

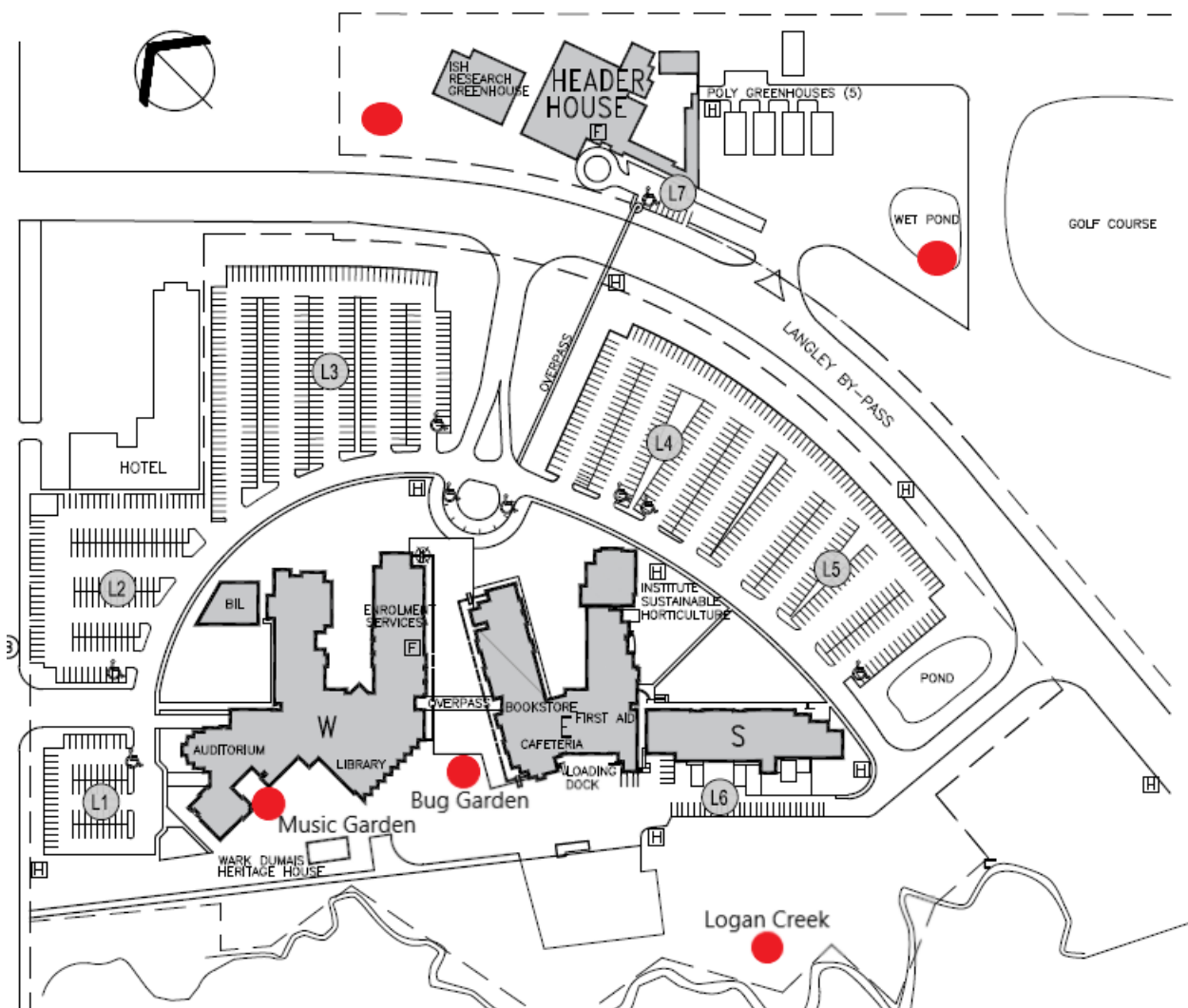
**Approved by Provost and VPA:**  
Dr. Sandy Vanderburgh

**Signature:** Click or tap here to enter text.  
**Date:** Click or tap to enter a date.

**Approved by the Office of Health & Safety**  
**Name:** Click or tap here to enter text.

**Signature:** Click or tap here to enter text.  
**Date:** Click or tap to enter a date.

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, 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

--

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