

Program/Course Health & Safety Form

Date: 8/10/2020	Campus: Langley
Faculty: Science + Horticulture	Program: BHS Urban Ecosystems HORT3251 Landscape + Environment I
Date of first group of students on campus: 3/2/2021	Date of first group of students to leave campus: 3/30/2021
Date of second group of students on campus (if needed): 3/9/2021	Date of second group of students to leave campus (if needed): 4/6/2021
Number of students anticipated on campus and on which days: Class will be split into two groups of 6 for all outside lab classes on campus. Groups will do their labs in <u>alternate weeks</u> . Lab Group 1 (6 students) 1- 6 PM March 2, 16, 30 Lab Group 2 (6 students) 1 - 6 PM March 9, 23, April 6	Number of employees on campus to support this program and on which days: 1 (instructor) Instructor Name: Dr. Kathy Dunster
Rationale for why students need to be on campus: Students will analyze the convergence between principles of sustainable development and landscape conservation in constructed landscapes. They will perform a site assessment of features, site conditions, and existing plant material. Students will determine the criteria appropriate for analyzing and rating the sustainability of landscape development. January and February will be completely online covering all the theory. March will be on campus doing intensive field work putting theory into practice. We can only do the field work in March when the weather improves, and it is WorkSafe. Our field lab sites are the 3 green infrastructure projects on the South Campus – green roof (engineer approved for 10 students), Living Wall outside the FSH Office, and the Rain Garden (north of Health Building).	

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 21st.

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

- Personal face mask (supplied by student)
- Work gloves (supplied by student)
- Personal safety glasses (supplied by student)
- Steel toes (supplied by student) – not needed on the roof.
- Safety vest (supplied by student)

Instructor will as always have own face mask, work gloves, safety glasses, steel toes and safety vest.
Sanitizer – available in the lab, including 70% ethanol for equipment and machines.

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

Yes. Outside spaces were inspected and approved in Spring 2020, and plans are on file.

Students must conduct COVID-19 self-assessment prior to arriving on campus and attending class or using the lab space for their research project.

If you are experiencing any signs and symptoms that may be related to COVID-19, you need to remain at home, contact 811, then contact the instructor (Dr. Dunster) to determine next steps. Instructors/staff will check in with you when you arrive on campus to ensure that this is being strictly followed.

This **safety plan** will comply with the BC Government, Provincial Health Officer, and WorkSafeBC guidance and directives regarding COVID-19 safe work practices. The intention is to keep everyone safe and healthy while on the Langley Campus. The weather forecast will determine whether the lab will be on the ground (Rain Garden or Living Wall) or on the Roof. The Roof Safety Protocol approved by the University and Consulting Engineer will be in effect.

1. Self-assess for COVID-19 symptoms before the class/lab. If you have symptoms that may be related to COVID-19, stay home, contact 811, then contact the instructor to determine next steps.

2. **Handwashing:** wash all parts of your hands with warm water and soap for at least 30 seconds in a washroom before meeting up under the overhead walkway between East and West buildings. Glove up and mask up before coming to the meeting spot.

For bi-weekly field labs: wash your hands with warm water and soap for at least 30 seconds in a washroom immediately upon going inside for breaks:

- a. Prior to and after consuming food or drink during breaks inside or outside.
- b. Prior to and after use of washrooms (closest washrooms are next to the Bookstore).

3. Avoid touching your face, eyes, nose, mouth.

4. Bring a personal **face mask** (3 layers of cloth – purchased or hand made, or an N95) and always wear it. Wash in warm soapy water regularly.

5. Purchase your own pair of **safety glasses** for use during the field lab. Wash them in hot, soapy water to sanitize.

6. HORT students should already have **steel toes and work gloves with nitrile grips**, you must purchase your own **safety vest. Keep all your safety gear clean and dry between sessions.**

7. **Disinfecting:**

- a. All equipment and tools borrowed from the Field Lab/Header House will be hosed down at the end of the class, air dried and stored in the equipment lock-up cages.

7. **Lab Distancing:** Maintain a minimum of 2m distance between students, staff, and faculty during all movement in/out of all inside spaces on the campus.

a. OUTSIDE: Our meeting space (rain or shine) will be the space under the overhead walkway between the East and West Buildings.

b. OUTSIDE: Roof – maintain 2m spacing as we move from inside to the Learning Centre roof access door. We will use the stairs, NOT the elevator. On the roof, the Roof Safety Protocols are in effect, which require physical distancing of at least 2m to safely distribute the live load across the roof.

c. OUTSIDE: Ground + Roof. You will be assigned tools at the beginning of each lab. They must not be shared and must be returned to the instructor at the end of the session.

d. OUTSIDE: At any time that there appears to be a pinch point where you and another person need to pass closer than 2m while moving around communicate with the other person to determine who will wait and who will pass first. But always maintain the 2m distance.

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

Yes, Dr. Florkowski approved the Poly 5 and the Logan Creek spaces in May 2020.

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

Approved by Provost and VPA:

Dr. Sandy Vanderburgh

Signature:

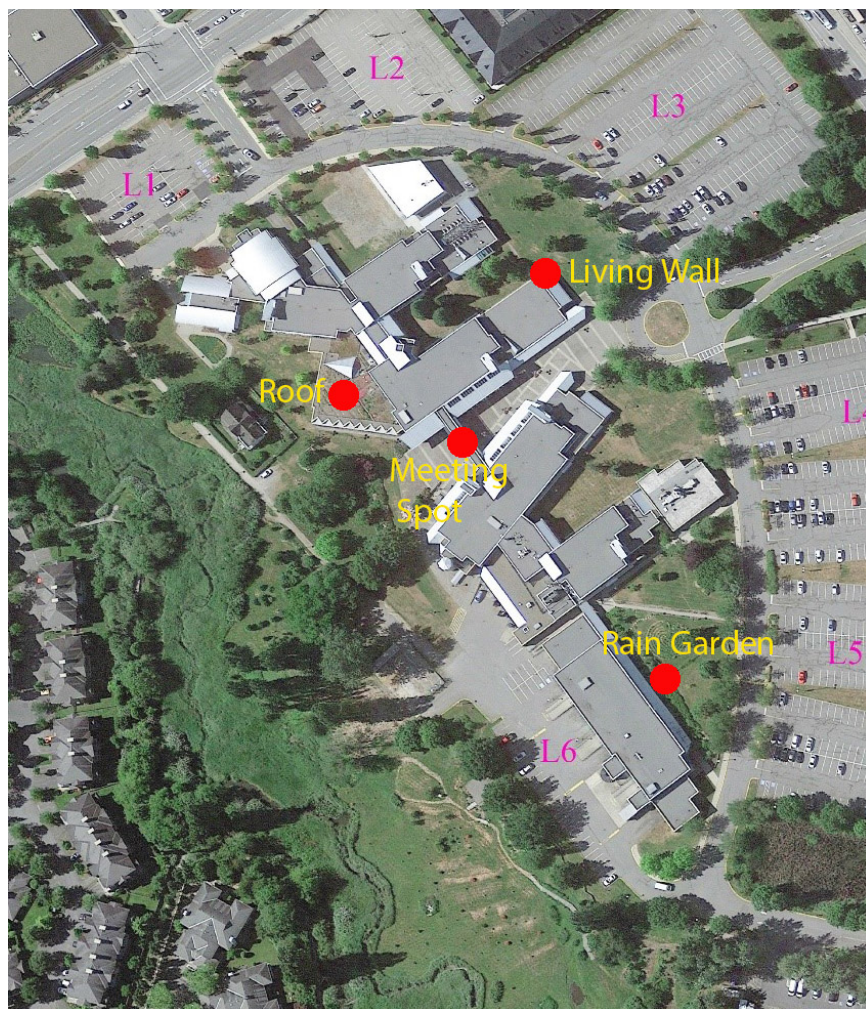
Date:

Approved by the Office of Health & Safety

Name: Pablo Dobud

Signature:

Date:



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

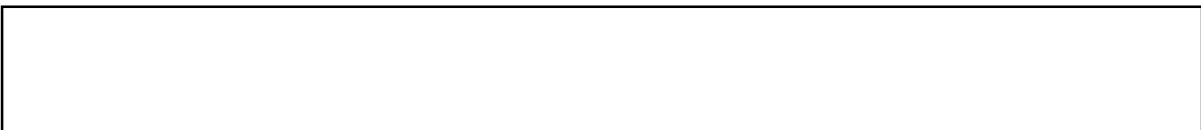
Not Applicable



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