

Program/Course Health & Safety Form

Date: 8/7/2020	Campus: Langley Room E 1685 and outdoor spaces
Faculty: Science and Horticulture	Program: Bachelor of Horticulture Science, HORT 3330 (L10) Biological Control lab
Date of first group of students on campus: 1/13/2021	Date of first group of students to leave campus: 3/24/2021
Date of second group of students on campus (if needed): 1/13/2021	Date of second group of students to leave campus (if needed): 3/24/2021
Number of students anticipated on campus and on which days: Maximum 8 students per lab group, lab session will be divided in half (within scheduled time) to allow 2 groups (only if necessary). Langley, E1685 Jan 13 (12:00-14:20) Jan 27 (12:00-14:20) Feb 17 (12:00-14:20) Mar 10 (12:00-14:20) Mar 24 (12:00-14:20)	Number of employees on campus to support this program and on which days: 1 faculty member (TBA) and 1 support staff (L. Liu) to set lab up only, will not be in lab space at same time as students Instructor Name: (Instructor to be determined) Dr. Lily Liu (support staff)
Rationale for why students need to be on campus: Dates for labs chosen are necessary for students to start experimental work and demonstrate bare-essential lab skills only. Experiments upon which lab report (grades) are based will be started on these dates. Results (data) will be recorded by the instructor during subsequent weeks and provided to students in electronic form with no need for students to attend the university. One lab Mar. 24 is requested to allow students to examine microscopic biological control insects and mites using laboratory instruments. The number of labs has been minimized and departure of students <u>from campus</u> will be earlier than the allotted time whenever possible.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? The scheduling office will be notified by August 21 st .	

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

- **18 units** approved face masks for 8 students + 1 instructor
- **1 box** (each) of gloves sizes L M S
- **1 dispenser** of approved hand sanitizing solution
- **2 Plexiglas shields** (optional) for bench top to divide workspace if closer proximity necessary.

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

May 15 tour of facilities with Dean Worobec and Associate Dean Joel Murray (Faculty OH&S Cttee). May 19 tour of lab facilities and outdoor spaces with Dean Worobec and Dr. David Florkowski to discuss plans for appropriate lab configuration to allow limited face to face instruction. An additional visit to the lab with Dr. Florkowski was done Jul 24 with a Brewing Instructor and maximum occupancy was increased to 10, provided that all students and instructor wear protective face covering for duration of lab session.

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

Safety Plan for Employees and students:

Students and staff must assess their own health prior to arrival on campus and attending class. If any symptoms of illness such as cough, sneezing, congestion, difficulty breathing are evident students must stay home and a student will be required to leave immediately if an instructor notices any of these symptoms.

Wash hands before and after attending labs.

Doors leading to marshalling areas or labs to be propped open to eliminate touching of door handles.

Students are required to follow all posted directional arrows and maintain 2m separation while walking to and from outdoor work areas, and when transiting common areas such as the header house and pedestrian overpass.

Students must maintain 2m separation while waiting to be let into labs. This must be exercised campus-wide.

Students are to follow instructions given by instructor for entry and exit of labs.

Stations where students will work or be seated are marked and students must always remain at the same station for the duration of the lab and any labs attended on subsequent days. Separation of students will be maintained at 2m within the lab except or unless a Plexiglas shield, of approved dimensions, can be used to separate students seated directly across from each other on the same bench.

Do not touch face, nose or eyes

Masks required for both instructor and any student interacting within less than 2m proximity, such as during one-on-one demonstrations with a single student, at a time, requiring the instructor to be nearby. Voluntary mask use by students is encouraged regardless of proximity to others.

Instructors and instructional associates will provide tools directly to students when needed. Students are not to collect their own tools unless directed by instructor or instructional associate to do so.

All KPU tools must be disinfected after use as per guidance of instructor or instructional associate and returned in good order. You may be asked to disinfect tools that you have used, especially touch points.

Whenever possible use your own personal protective equipment such as masks, gloves, safety glasses and wash them before re-use if applicable.

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

May 15th, 2020 tour of facilities with Dean Worobec and Associate Dean Joel Murray (Faculty OH&S Cttee). May 19th 2020 tour of lab facilities and outdoor spaces with Dean Worobec and Dr. David Florkowski to discuss plans for appropriate lab configuration to allow limited face to face instruction. An additional visit to the lab W 1685 with Dr. Florkowski was done with a Brewing Instructor July 24th, 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

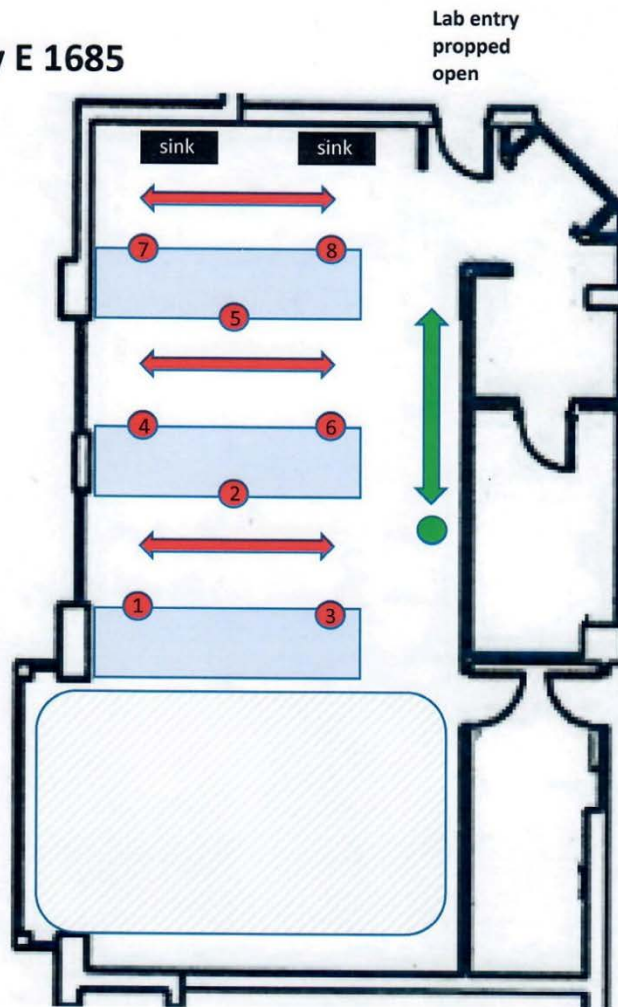
Name: Pablo Dobud

Signature:

Date:

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

Langley E 1685



- ☐ No student access
- ☒ Instructor (arrow shows movement)
- ☐ Student bench (all equipment and microscopes set up in advance)
- ☒ Student seating (arrows show movement in and out of fixed assigned seating)
numbers indicate order students will enter and be seated (exit in opposite order)

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