KPU | KWANTLEN POLYTECHNIC UNIVERSITY

Program/Course Health & Safety Form

Date: 8/10/2020	**Campus:** Langley
Faculty: Science + Horticulture	**Program**: BHS Urban Ecosystems / Plant Health **Course: HORT 4820 Applied Research Project**
Date of first group of students on campus: First day of semester, first class 1/4/2021	**Date of first group of students to leave campus:** 4/16/2021
Date of second group of students on campus (if needed): Click or tap to enter.	**Date of second group of students to leave campus (if needed):** Click or tap to enter.
Number of students anticipated on campus and on which days: 8 students (guessing) spread across the entire semester – with exception of first day of classes when all will be in attendance to sort out the schedule. See rationale, Lab 1685 is approved for 8 students. 1. Scheduling will be done to ensure that only one research student will work in Lab 1685 and one in the ISH Lab at a time. Two separate buildings, two separate labs. 2. In order to work in either 1685 or the ISH Lab, the student must email the course instructor, the lab supervisor, and any lab technicians at least 24 hours in advance with the following information: a) arrival time at the lab and number of hours required in the lab. b) brief description of tests/experiments/ procedures they will be undertaking. c) equipment/materials needed from the faculty supervisor, lab supervisor, or lab technicians. 3. As per SOH existing lab safety protocols, research students are not allowed to work alone in 1685.	**Number of employees on campus to support this program and on which days:** **ISH Lab staff** (on campus in locked down building with their own safety protocols) **HORT research advisors – Dr Kathy Dunster, Dr Cameron Lait, Dr Lily Liu, Dr Li Ma (ISH)** **Chris Hauta (EPT) –** will be working with one student using equipment in 1685 to test heavy metal contamination in urban agriculture plants. Times will be arranged for when Chris is using the lab and when only the one student will be present. **Instructor Name:** Dr. Kathy Dunster

Rationale for why students need to be on campus:
Students will undertake the applied research project developed in HORT 4810 Applied Research Project 1. They will reflect on the applied research outcomes needed to generate solutions to problems and identify direction for future investigation. Learning outcomes include: Conduct an applied research project. Until 4810 research proposals are complete in December 2020, we will not know how many students will be using Lab 1685 or the ISH Lab. 10 students are currently registered for 4810, so assumption is that 8 will need access to the lab during the semester. As we did last Spring when COVID19 hit, we shuffled and scheduled students so there were no overlaps in lab use. One student at a time on campus unless one is in the ISH Lab and another in 1685. As required in the course outline, several of the students have already partnered with outside organizations to do their research/data collection off-campus. But they still need access to the labs to do the actual testing.

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).
Personal safety glasses (supplied by student).
Personal face mask (supplied by instructor).
Personal safety glasses (supplied by instructor).

Sanitizer – available in the lab, including 70% ethanol for equipment, instruments, and machines.
Nitrile gloves – part of our lab supplies for safety.

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

Yes. Lab 1685 was inspected and approved by Dr. David Florkowski, AVPA in Spring 2020, and that is on file. Floor plan was approved and provided in this document.

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/lab 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.

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 and all parts of your digits with warm water and soap for at least 30 seconds at each of the following times.
a. Upon entering the building, prior to entering the labs.
b. Within the labs prior to and after using any equipment.
c. Prior to and after consuming food or drink outside the labs during breaks.
d. Prior to and after use of washrooms (closest washrooms are next to the Bookstore.
e. Upon completing work within the labs before leaving the building.

3. Avoid touching your face, eyes, nose, mouth. Always use Nitrile gloves available in the lab to protect yourself from toxic substances and COVID-19.

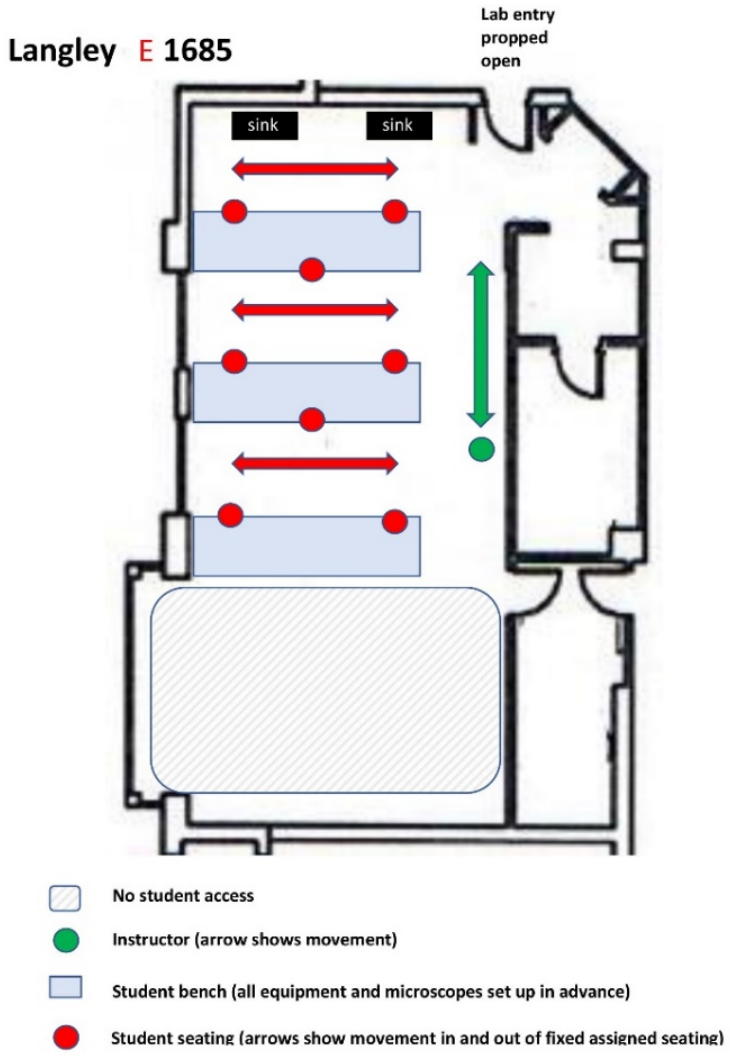
4. **Hand sanitizing:** use any hand sanitizer provided in the lab frequently

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

7. **Disinfecting:**
a. Upon entering the lab and prior to leaving the lab, you must use the provided disinfectant to wipe down the bench, chairs, work surfaces, and equipment that you plan on using and after you are finished using.
b. While working within the lab, you must use the designated disinfectant prior to and after using any shared lab equipment or instruments.

7. **Distancing:** Maintain a minimum of 2m distance between students, staff, and faculty during movement in/out of all inside spaces on the campus.
a. Enter the building by the main campus entrance under the overhead walkway between East and West Buildings. Follow any floor markings or signs for unidirectional traffic flow and proceed down the hallway to Room 1685.
b. Entry and exit in 1685 is through a single door which will remain open when anyone is working in the lab to ensure a clear view of people approaching from either side of the door.
c. You will be assigned a space on a lab bench to maintain distancing. Use of specialty equipment and the small "clean lab" [1686] will be arranged with staff, and everyone must keep to 2m distancing.
d. Adjacent equipment on the benches may not be used at the same time by two students.
e. At any time that there appears to be a pinch point where you and another person need to pass closer than 2m in the lab or anywhere in the building, 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, see above.**	
Submitted by: Dr. Elizabeth Worobec, Dean, Faculty of Science and Horticulture	
Approved by Provost and VPA: Dr. Sandy Vanderburgh	**Signature:** Sandy Vanderburgh **Date:** Digitally signed by Sandy Vanderburgh DN: cn=Sandy Vanderburgh, o, ou, email=sandy.vanderburgh@kpu.ca, c=CA Date: 2020.10.29 14:10:09 -07'00'
Approved by the Office of Health & Safety **Name:** Pablo Dobud	**Signature:** Pablo Dobud **Date:** Digitally signed by Pablo Dobud DN: cn=Pablo Dobud, o=Kwantlen Polytechnic University, ou=Human Resources, email=Pablo.Dobud@kpu.ca, c=CA Date: 2020.10.14 15:55:52 -07'00'



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COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department: Horticulture

Campus: Langley

Completed by: Elizabeth Worobec

Date: August 26, 2020

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 ☐

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 ☐