

Program/Course Health & Safety Form

Date: 7/22/2020	Campus: Surrey
Faculty: Academic and Career Advancement	Program: LCOM
Date of first group of students on campus: 9/9/2020	Date of first group of students to leave campus: 4/28/2021
Date of second group of students on campus (if needed): 9/11/2020	Date of second group of students to leave campus (if needed): 4/30/2021
Number of students anticipated on campus and on which days: 5 students on Wednesdays from 1000-1400 5 students on Fridays from 1000-1400 This schedule will be maintained throughout the Fall and Spring terms.	Number of employees on campus to support this program and on which days: One instructor will be on campus for all instructional days. One tutor will be on campus for all instructional days. Instructor Name: Louise Bruins
Rationale for why students need to be on campus: This class is for students with intellectual disabilities. Part of the purpose of the class is to reduce social isolation and one of the main learning outcomes is social skills development. These outcomes for this student group require face-to-face instruction.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? The Registrar has been informed that the course will be face-to-face in the fall: Wednesdays and Fridays, from 1000-1400 on the Surrey campus in Cedar 1015 and Cedar 1075, the computer lab right across the hall.	

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

- Masks to have on hand in case students forget and need one. Quantity: 12
- Nitrile gloves for instructor's use in cleaning as necessary. Quantity: 12 pairs
- **Wipes or spray for cleaning computer surfaces**
- **Cleaning/sanitizing supplies for desk and chair surfaces**
- **Plexiglass shield installed on the tutor's table in Cedar 1015**

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

Yes, a walkthrough of both the classroom and the computer lab was done with David Florkowski on June 4, 2020.

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

Safety Plan for Employees and students:

Safety Plan for LCOM Instruction, Fall 2020

Classroom: Surrey Cedar 1015

Computer lab: Surrey Cedar 1075 (right across the hall from C1015)

1. Information will be sent to students to review before the start of classes. This will include
 - a. Time of the class meetings
 - b. Instructions for self-assessment of Covid-19 symptoms
 - c. Location of classroom
 - d. How to enter and exit the Cedar building
2. Students will enter Cedar building from the courtyard side entrance and walk down the hall to C1015, which is the first classroom on the left. While in any common areas (hallway, washroom) students and faculty will be required to wear face masks. There will be tape at 2 metre intervals on the hallway floor to show students where to stand outside C1015 before being allowed into the classroom.
3. Upon students' arrival, instructor will ask necessary (Covid-related) questions regarding current health of each student (student screening). Students will be encouraged to download the BC Covid-19 app to self-assess their health and make good decisions before coming to campus.
4. The classroom door will be open, and a designated seat will be waiting for each of the five students attending each day. Seats will be clearly marked and students will be instructed to enter the classroom according to number. When leaving the classroom at the end of the day or going across the hall to use the computer lab (C1075), students will leave in reverse order, to ensure social distancing protocols.
5. Instructor will sit at a designated table, a minimum of 2 metres away from student desks in the classroom and in the computer lab.
6. The tutor will sit at a designated table, placed a minimum of 2 metres away from the instructor's desk and the students' desks. A Plexiglas partition needs to be installed at this table so that student and tutor can sit at the same table while tutor assist students. Until a partition can be installed, students and the tutor will be required to wear face masks when sitting at the tutor's table.
7. Students will use face masks when working in the computer lab. The first student entering C1075 will take their designated computer at the far side of the class nearest the window. The next will take their seat in the next row. This will be repeated until the fifth student takes their seat nearest the door. Leaving the computer lab will occur in the reverse order, with the student nearest the door leaving first.

8. At the end of each class, the students, instructor, and tutor will sanitize the space they have occupied.
9. A laser pointer will be used to help maintain acceptable distances.
10. Students will receive coursework in a binder (at the beginning of the semester) and through Moodle to minimize handling of paperwork. Any additional paperwork needed will be taken from the printer (with gloves) and placed into a zip lock plastic bag designated for each student.

Supplies required

Plexiglass partition(desk top size)
Cleaning/ sanitizing supplies
Electronics spray (or wipes?) for the computer lab
Supply of masks (a dozen to start)
Gloves (a dozen to start)

Questions

1. Who provides replenishment of supplies? How is this person contacted?
2. Can extra furniture in C1015 be moved to be stored in the ACA Dean's office?
3. The janitorial staff have been using C1015 as a storage room for some large equipment. Who needs to be contacted to remove these items?

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

Yes, Dr. Florkowski, Aimee Begalka, and Louise Bruins had a consultation meeting in both classrooms on June 4, 2020.

Submitted by: Louise Bruins/Aimee Begalka



Approved by Provost and VPA: Dr. Sandy Vanderburgh	Signature: See email from David Florkowski Date: Attached
Approved by the Office of Health & Safety Name: Pablo Dobud	Signature: See email from David Florkowski Date: Attached

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

First diagram: computer lab in Cedar 1075

Second diagram: classroom set up in Cedar 1015



