

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.

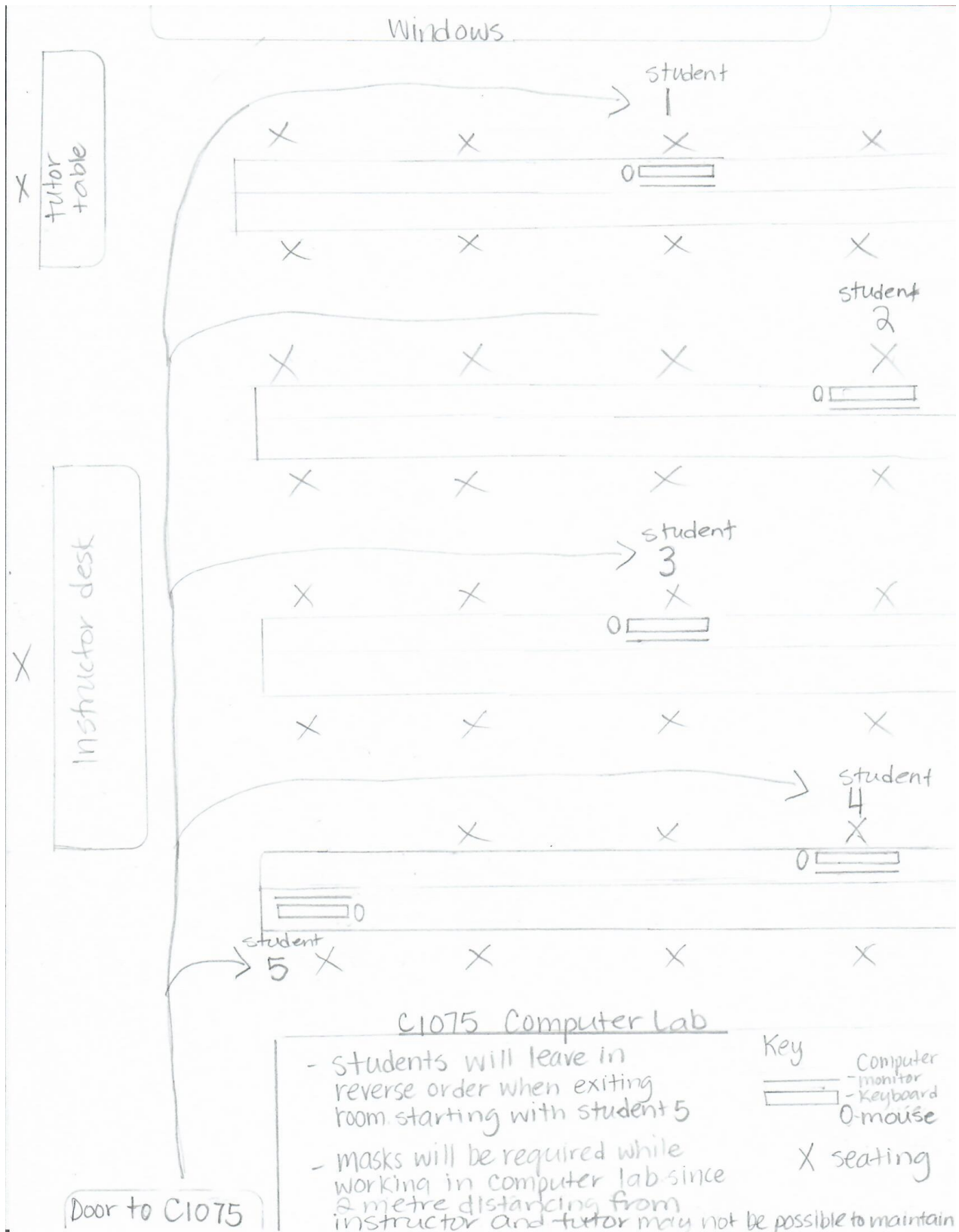
Submitted by: Louise Bruins/Aimee Begalka

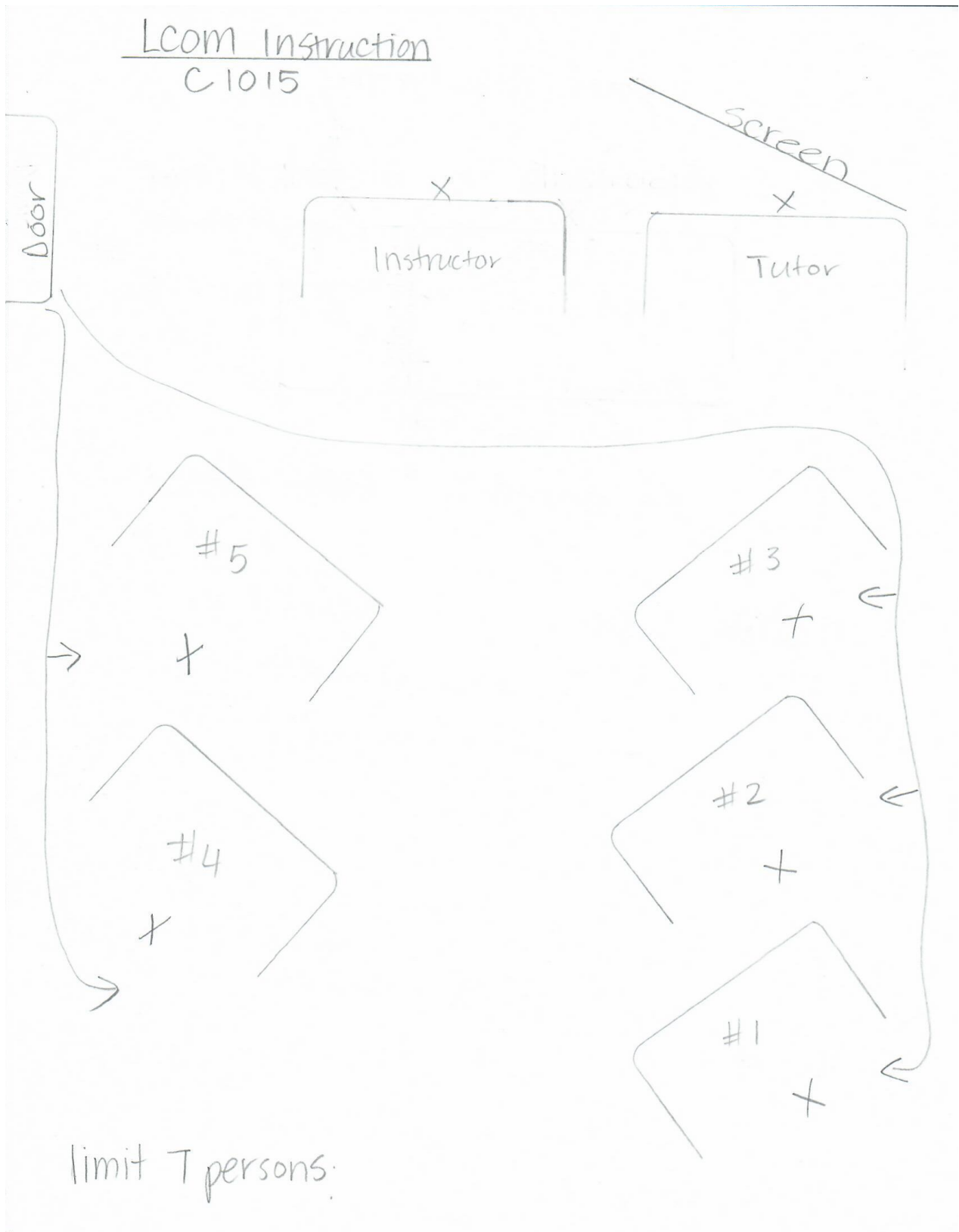
Approved by Provost and VPA: Dr. Sandy Vanderburgh	Signature: See email from David Florkowski Date: Attached
Approved by the Office of Health & Safety Name: Pablo Dobud	Signature: See email from David Florkowski Date: Attached

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





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, has Facilities 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

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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

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28. Students are advised to self-monitor and notify instructor if not feeling well?

Yes

Not Applicable

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29. Employees are encouraged to self-monitor and to notify supervisor if not feeling well?

Yes

Not Applicable

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