



## FINA 1231, 2331, 2431 Health & Safety Form Spring 2021 Spruce 145

All students and employees will follow the latest COVID precautions, guidance, expectations, and restrictions as set out by KPU, WorkSafeBC, and BC’s Chief Public Health Officer. Students and employees must wear a cloth medical or cloth non-medical mask in indoor common spaces on all KPU campuses. This includes but not limited to: classrooms, hallways, corridors, washrooms, lounges, elevators, atria and study areas, the Libraries, and the Bookstore. When you are outdoors on campus, please wear a mask unless you can guarantee that you can stay at least 2m/6ft away from others at all times.

<b>Date:</b> 8/6/2020	<b>Campus:</b> Surrey
<b>Faculty:</b> Arts	<b>Program:</b> Fine Arts
<b>Date of first group of students on campus:</b> 1/5/2021	<b>Date of first group of students to leave campus:</b> 4/16/2021
<b>Date of second group of students on campus (if needed):</b> 1/5/2021	<b>Date of second group of students to leave campus (if needed):</b> 4/16/2021
<p><b>Number of students anticipated on campus and on which days:</b> Up to 15 students require access to workspaces within Spruce 145 for scheduled class on Wednesdays 1-3:50pm. Students consist of FINA 1231, 2331, and 2431 cross-listed for the same time slot. Up to approx. 9 students can be present at one time in the main space. The class will be split into two groups depending on student make-up.</p> <p>Technical demos will be scheduled face-to-face one group at a time 3-5 times per semester. Lectures, informal critiques and discussions will occur online. Formal critiques will occur 3 times per semester face-to-face with 15 students in attendance.</p> <p>Students will require access to specialized equipment to complete projects on an ongoing basis throughout the semester, outside of scheduled class time, this will be done on a reservation basis to meet any room occupancy limits (TBD). Access required M-F, during technician hours only. A 5-day reservation system is necessary to accommodate students in FINA 1231, 2331 and 2431 and also to accommodate students in other face-to-face classes including FINA 3100, 3200, 4300, and 4400.</p>	<p><b>Number of employees on campus to support this program and on which days:</b> 1 faculty and 1 program assistant (technician) Access to the sculpture program assistant will be on Wednesday during class time and throughout the week during program assistant hours only.</p> <p><b>Instructor Name:</b> Alison MacTaggart</p>

**Rationale for why students need to be on campus:**

Students require access to specialized equipment in the sculpture spaces within Spruce 145 throughout the semester, outside of scheduled class time, in order to meet course objectives and content. They also need access to the expertise and safety support of our program assistant due to the equipment required to complete projects. Their sculptural projects also need to be available on campus when possible for individual meetings with the instructor. Students have 3 hrs of class time and are expected to commit a minimum of 3-6 hours outside of class to develop their research and studio-based work.

**Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?**

Yes. Room/scheduling requirements made when course originally scheduled.

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

Faculty, staff, and students are required to wear masks at all times and gloves when applicable when using KPU tools.

Disposable gloves are required for disinfecting KPU tools and equipment. Access to hand sanitizer is required.

Disinfectant required for cleaning tools, equipment and high touch surfaces and designated tools also needed in each studio. Staff will use disinfectant to clean as per BC CDC guidance.

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

Yes, the instructor has been consulted and was involved in developing the plan.

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

**Safety Plan for Employees and students:**

- Wash or sanitize your hands before you enter the classroom. There is a washroom on the first and second floor of the Spruce Building. Wash hands regularly.
- Hand sanitizer is placed at door inside Spruce 145.
- Wear masks at all times.
- Follow the directional arrows on the floor and any signage.
- Maintain a physical distance of at least 2 meters at all times
- Don't touch your face, nose and/or eyes
- Students will not be permitted to use Spruce 145 outside of technician hours to ensure that equipment and tools remain sanitized between classes.
- The Spruce building (hallways, staircases, studios, washrooms) require directional flow markings and signage to ensure social distancing and COVID protocols are followed.
- Studio tables will be marked with designated work areas to ensure physical distancing.

There will be times when you need to work with KPU equipment. Here's what to do.

- Prior to use, students will clean the equipment handles and touch points using disinfectant and will also clean after use
- Hand tools and portable power tools in tool cabinets will be sanitized and for faculty and the program assistant to hand out only.
- "Dirty" hand tools and portable power tools will be returned to a "dirty table" and either cleaned be the program assistant or students when needed next.

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

I consulted David Florkowski on Oct. 2, 2020. Since the rooms are already approved for student use for Fall 2020, no further consultation is required.

**Submitted by:** Alison MacTaggart

**Approved by Provost and VPA:**

Dr. Sandy Vanderburgh

**Signature:**

**Date:**

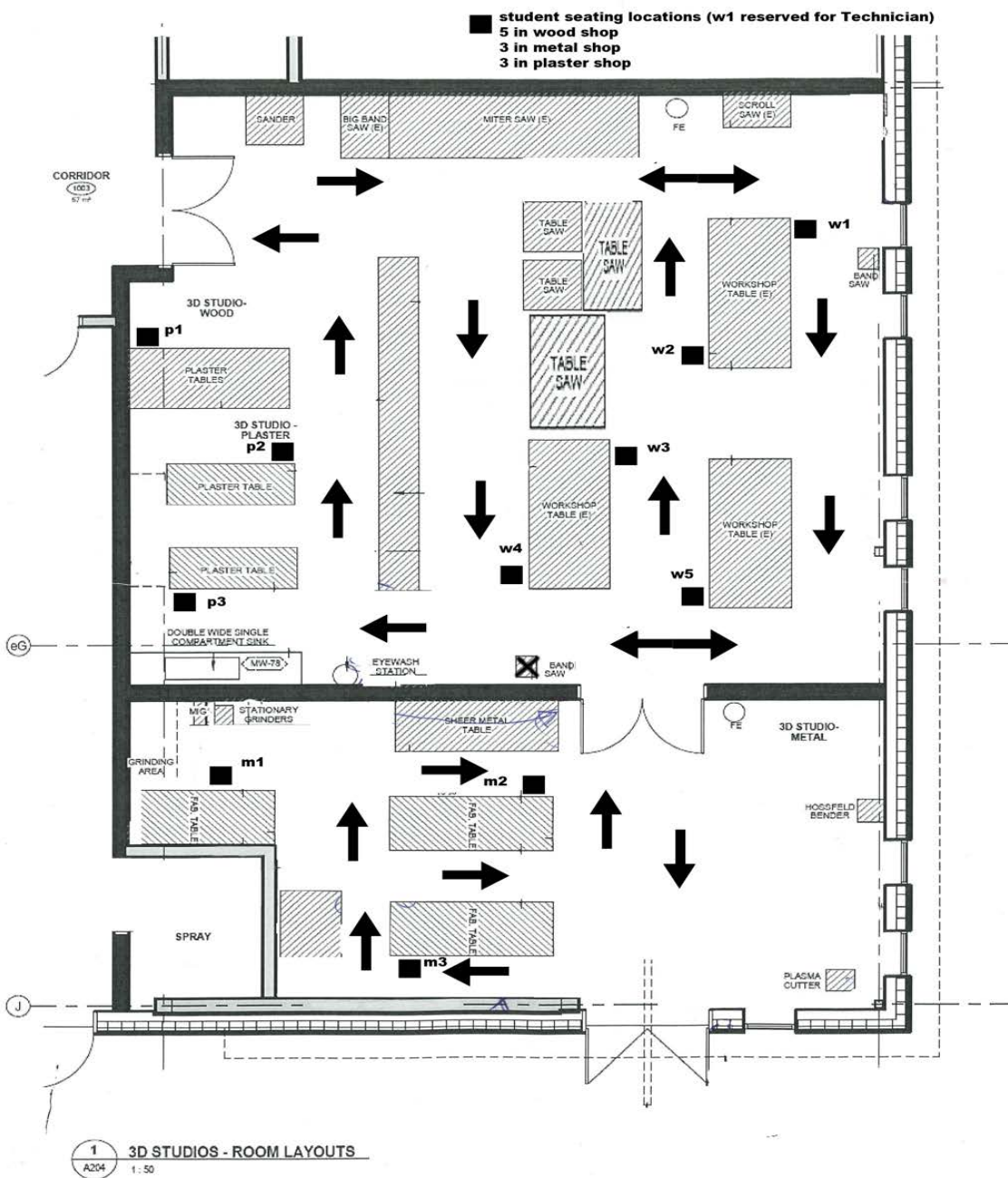
**Approved by the Office of Health & Safety**

**Name:** Pablo Dobud

**Signature:**

**Date:**

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



## COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

Fine Arts

Campus:

Surrey

Completed by:

Alison MacTaggart

Date:

Sept. 20, 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 

An orientation will be given to students on the first day of classes and an email introducing them to COVID-19 safety information will be sent prior to the first week.

2. Handwashing posters posted in all washrooms?

Yes Not Applicable 

Facilities' responsibility. Posted already.

3. Students/employees are reminded to practice good hygiene during class and to wash hands immediately before and after class?

Yes

Not Applicable

Hand sanitizer placed inside the entrance to the studio space and signage.

4. Nearest handwashing sink located, is stocked and has been identified to students?

Yes

Not Applicable

There is a sink within the sculpture studio and also a washroom adjacent to the entrance to the studio.

5. Students have been advised that no eating/drinking is permitted during classes in classroom/shop/lab?

Yes

Not Applicable

This is will be in the course syllabus and sent out in an email prior to the beginning of the term that outlines COVID-19 Safety info.

6. Physical distancing posters posted in classrooms/shops/labs and throughout the common areas?

Yes

Not Applicable

Posted.

7. The maximum number of persons allowed in a space has been determined in order to maintain 2-meter physical distancing?

Yes

Not Applicable

Posted on signage and tables divided clearly marking how many students per table to maintain distancing. "Stand here" decals on floor marking where students must stand if working at a table.

8. Occupancy limit signage posted on door?

Yes

Not Applicable

Program assistants installed signage.

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

Tape and signage installed on floor.

10. If applicable, has Facilities been notified of additional cleaning needs for building/classrooms/shop/lab?

Yes

Not Applicable

Program assistants already requested.

11. If applicable, Facilities has been notified of additional signage required for the classroom/shop/lab?

Yes

Not Applicable

Program assistants already ordered and installed.

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

Suggested alternatives will be made in class.

13. Classroom/shop/lab set up to allow for 2 meters physical distancing between all occupants?

Yes

Not Applicable

Tables are all marked as of September 2020 to enable set up with 2 meters distancing. "Stand here" floor decals.

14. Demonstration and work areas set-up to allow for 2 meters physical distancing?

Yes

Not Applicable

Demonstrations will adhere to room occupancy limits.

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

All handouts will be posted on Moodle. Students must provide their own safety glasses, pens, and paper.

17. When possible, students should have their own dedicated tools/equipment? (Items are not shared between students during class).

Yes

Not Applicable

Tools are not shared. Sanitized tools are stored in cabinet and only distributed by program assistant. "Dirty" or used tools are returned to designated table for cleaning prior to be used by anyone else.

18. Common touch points and tools/equipment that must be shared are identified?

Yes

Not Applicable

Touch points must be cleaned before and after use on major equipment.

19. Cleaning and disinfecting program in place for cleaning/sanitizing shared tools/equipment and touch points?

Yes

Not Applicable

Cleaning supplies placed proximate to stationary equipment. Sanitized tools are stored in cabinet and only distributed by program assistant. "Dirty" or used tools are returned to designated table for cleaning prior to be used by anyone else.

20. Students and employees are given instruction for the safe and correct use of any cleaning/sanitizing materials?

Yes

Not Applicable

Program assistant will incorporate cleaning protocols of equipment touch points into regular tool demonstrations.



21. Safety Data Sheets available for cleaning/disinfecting supplies?

Yes

Not Applicable

Program assistant will update MSDS.

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

Students and employees will provide their own masks. If a mask is forgotten some disposable masks are available.

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

This is part of regular shop orientation. A phone in studio is available and a red phone outside the doors in the hall to contact first aid.

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

Employees to use the gov't self-assessment tool each day prior to coming to work.

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

Students advised to use the gov't self-assessment tool each day prior to coming to class. There will be a Moodle component to the course to enable students to continue to participate and communicate.

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

Yes

Not Applicable

Students advised to use the gov't self-assessment tool each day prior to coming to class.

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

Yes

Not Applicable

Students advised to use the gov't self-assessment tool each day prior to coming to class.