

## Program/Course Health & Safety Form

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| <b>Date:</b> 8/7/2020   | <b>Campus:</b> Langley   |
| <b>Faculty:</b> Science and Horticulture  | <b>Program:</b> AHHA 1010 – Maintaining Exteriorscapes   |
| <b>Date of first group of students on campus:</b><br>2/23/2021  | <b>Date of first group of students to leave campus:</b><br>3/30/2021   |
| <b>Date of second group of students on campus (if needed):</b>  | <b>Date of second group of students to leave campus (if needed):</b>   |
| <b>Number of students anticipated on campus and on which days:</b> <ul style="list-style-type: none"> <li>8 Students per group for 3 days. 2.5 hours per day.</li> </ul> <p>Section L1A<br/>           February 23 – Field lab –Tuesday - 9-11:30 am<br/>           March 9 – Field lab – Tuesday – 9-11:30 am<br/>           March 23 – Field lab – Tuesday – 9-11:30 am</p>   | <b>Number of employees on campus to support this program and on which days:</b> <ul style="list-style-type: none"> <li>1 faculty member and 1 lab instructor each day</li> </ul> <p><b>Instructor Name:</b><br/>Janis Matson</p> |
| <b>Rationale for why students need to be on campus:</b><br><br>To conduct 3 labs that require in-person instruction to ensure proper use, application and safety of equipment, tools and materials. This will ensure that students meet the leaning outcomes and achievement criteria. <ul style="list-style-type: none"> <li>Perform a visual inspection/assessment of garden site.</li> <li>Identify problems, issues, tasks and priorities and create maintenance plan.</li> <li>Select and use tools and equipment safely - perform maintenance tasks – bed edging, weed removal, dead heading and site cleanup.</li> </ul> |  |
| <b>Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?</b><br><br>The scheduling office will be notified by October 2, 2020.  |  |

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| <p><b>PPE requirements for students, faculty, and staff (quantity needed).</b><br/>         High visibility vests – individually required<br/>         Safety glasses – individually required<br/>         Latex free gloves – individually required<br/>         Steel toed boots – individually required<br/>         Cloth face masks – individually required</p>  |   |
| <p><b>Has there been consultation with the Faculty OH&amp;S Committee or the instructor?</b> (provide details).<br/>         Dean Betty Worobec, AD Joel Murray and Dr. David Florkowski toured the north field labs in May 2020 to assess for offering in-person (F2F) lab sessions.</p>   |   |
| <p><b>Students must conduct Covid-19 self-assessment prior to arriving on campus and attending class.</b></p> <p><b>Safety Plan for Employees and students:</b></p> <ul style="list-style-type: none"> <li>- Meet in designated area – outside – in field lab – 2 meters apart</li> <li>- All participants will wear a safety vest, safety glasses, CSA approved boots, face mask and gloves</li> <li>- Tools and equipment will be sanitized and cleaned for safety</li> <li>- Do not come to lab if feeling unwell</li> <li>- Maintain a physical distance of 2 meters at all time</li> <li>- Follow spacing and direction protocol</li> <li>- Do not touch your face, nose and/or eyes</li> <li>- Wash hands before and after lab is complete</li> </ul> |   |
| <p><b>Have you consulted with Dr. David Florkowski, AVPA before submitting this request?</b><br/>         Campus tour was completed with Dr. Florkowski in May 2020. This course was approved for Fall 2020.</p>  |   |
| <p><b>Submitted by:</b> Dr. Elizabeth Worobec, Dean, Faculty of Science and Horticulture</p>  |   |
| <p><b>Approved by Provost and VPA:</b><br/>         Dr. Sandy Vanderburgh</p>   | <p><b>Signature:</b> Click or tap here to enter text.<br/> <b>Date:</b> Click or tap to enter a date.</p> |
| <p><b>Approved by the Office of Health &amp; Safety</b><br/> <b>Name:</b> Click or tap here to enter text.</p>  | <p><b>Signature:</b> Click or tap here to enter text.<br/> <b>Date:</b> Click or tap to enter a date.</p> |

### Langley – North campus Field lab overview



# 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

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