

Program/Course Health & Safety Form

Date: 8/7/2020	Campus: Langley
Faculty: Science & Horticulture	Program: Apprentice - AHHA 1055 Pruning
Date of first group of students on campus: 1/18/2021	Date of first group of students to leave campus: 2/1/2021
Date of second group of students on campus (if needed): 1/20/2021	Date of second group of students to leave campus (if needed): 2/10/2021
Number of students anticipated on campus and on which days: 8 Student group – 3.5 hr lab time 8 Students at a time - Outdoor Field Lab L3A: Mondays, 12:00PM – 3:00PM January 18, 2021 January 25, 2021 Feb 1, 2021 L3B: Wednesdays, 12:00PM – 3:00PM January 20, 2021 January 27, 2021 Feb 10, 2021	Number of employees on campus to support this program and on which days: 1 Faculty member and 1 Instructional Associate Instructor Name: L3A: Jamie Lamont L3B: Janis Matson
Rationale for why students need to be on campus: To conduct three labs in person lab over the course of the semester in such a way as to evaluate current skill set, enforce safety guidelines and develop a safe, a proficient level of pruning using common industry methods and equipment. This will ensure that the students are meeting the learning outcomes for the Inter Provincial Red Seal Program.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? The scheduling office will be notified by October 2, 2020.	

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

- 8 Face Masks per class
- 2 Face Shields per class
- Boxes of gloves size Med & Large
- Hand Sanitizer
- Paper Towels
- Sanitizing Spray

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

- Indoor & Outdoor Field Lab walkthrough with Betty Worobec and Joel Murray and David Florkowski in May 2020.

Students must conduct Covid-19 self-assessment prior to arriving on campus and attending class.**Safety Plan for Employees and students:****Outdoor Field Lab**

- Students are required to follow all posted directional arrows and maintain 2m separation while walking to and from outdoor work areas, and when transiting common areas such as the header house and pedestrian overpass.
- Students and staff must assess their own health prior to arrival on campus and attending class. If any symptoms of illness such as cough, sneezing, congestion, difficulty breathing are evident students must stay home and a student will be required to leave immediately if an instructor notices any of these symptoms.
- Wash hands before and after attending labs.
- Students are to **wear at all times**, Safety Gloves, Safety Mask, Safety, Glasses and Steel toed boots.
- Directions from the instructor and Instructional Associate are to be followed at all times
- Student physical distancing will be respected at all times e.g. 2 meters apart
- Do not touch eyes nose or face when working in lab
- Tools and equipment are to be sanitized at the end of each class by the students
- All tools and equipment are to be returned to the appropriate locations by the student as indicated by the instructor

Instructor

- All outdoor Lab sessions are to be set up in such a way as to accommodate COVID restrictions
- Individual workstations marked out, set up and individual spaces respected
- At all times the instructor will wear, Mask, Safety Gloves, Safety Glasses and Steel Toed Boots
- When giving up close instruction as Safety mask and Face shield are to be worn together



Have you consulted with Dr. David Florkowski, AVPA before submitting this request? Dr. Florkowski approved the sites in May 2020.	
Submitted by: Dr. Elizabeth Worobec, Dean, Faculty of Science and Horticulture	
Approved by Provost and VPA: Dr. Sandy Vanderburgh	Signature: Click or tap here to enter text. Date: Click or tap to enter a date.
Approved by the Office of Health & Safety Name: Click or tap here to enter text.	Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

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”.

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