

## Program/Course Health & Safety Form

<b>Date:</b> 8/12/2020	<b>Campus:</b> Langley
<b>Faculty:</b> Science and Horticulture	<b>Program:</b> Hort Apprenticeship L:level 4 - AHLN 1043-L4A & L4B - Turf
<b>Date of first group of students on campus:</b> 2/22/2021	<b>Date of first group of students to leave campus:</b> 3/22/2021
<b>Date of second group of students on campus (if needed):</b> 2/24/2021	<b>Date of second group of students to leave campus (if needed):</b> 3/24/2021
<b>Number of students anticipated on campus and on which days:</b> 8 students per group at the field lab golf course  L4A: Mondays, 12:00pm – 2:00 pm Feb 22, 2021 March 8, 2021 March 22, 2021  L4B: Wednesdays, 12:30 pm – 2:30 pm Feb 24, 2021 March 10, 2021 March 24, 2021	<b>Number of employees on campus to support this program and on which days:</b> 1 Faculty and 1 Instructional Associate  <b>Instructor Name:</b> Stan Kazymierchuk
<b>Rationale for why students need to be on campus:</b> All AHLN 1043 lecture material will be online. Lab material preparation will be adapted for online learning, but the following performance-based evaluations must be done in person at our Field Lab to ensure students meet the learning outcomes. <ul style="list-style-type: none"> <li>1-Verify site preparation and quality, lay sod, operate sod-cutter</li> <li>2-Operate renovation and topdressing equipment</li> <li>3-Operate lawn hand-mowers</li> </ul>	
<b>Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?</b> The scheduling office will be notified before October 2 <sup>nd</sup> .	

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

- **Provided by KPU Field Lab staff:**
- Nitrile disposable gloves
- Sanitizing spray
- Extra paper towels
- **Students will bring their own:**
- Face masks
- Non-latex gloves
- Hi-vis safety vest
- Eye protection
- Ear protection
- Steel-toe boots
- Long pants
- Clothing for weather conditions

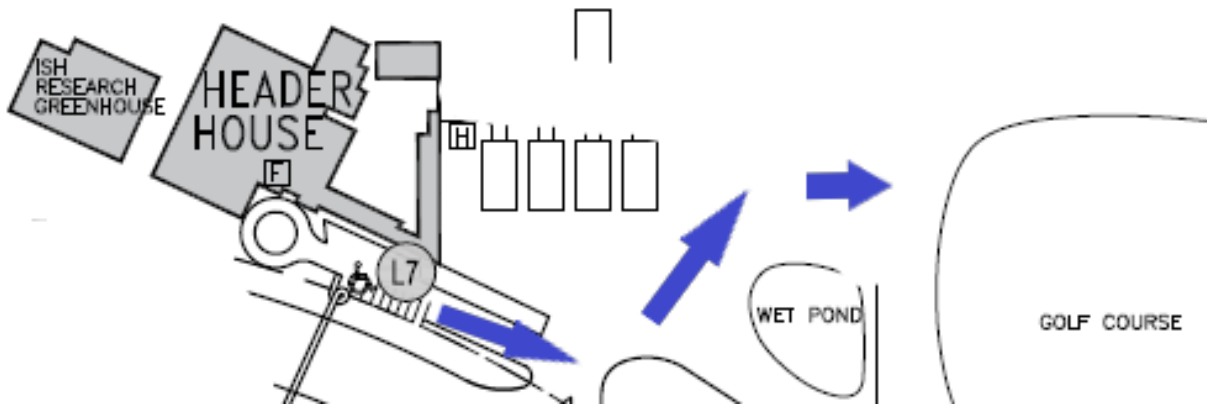
**Has there been consultation with the Faculty OH&S Committee or the instructor? (provide details).**

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.

**Students must conduct Covid-19 self-assessment prior to arriving on campus and attending class.****At all times at Field Lab, all present will be required to:**

- Wash hands as soon as you enter Field Lab
- Wash hands at wash stations provided as directed
- Field Lab access doors will be propped open to eliminate the necessity to touch door handles
- Maintain a physical distance of at least 2 meters at all times
- Don't touch your face, nose and/or eyes
- Wear a face mask or face shield
- Wear safety glasses
- Wear gloves
- Maintain a minimum 6' distance from all others by staying within painted spots on turf
- Follow directional traffic pattern arrows painted on turf as directed
- Handle tools and equipment only as directed
- Disinfect tools and equipment as directed, or wait until disinfection done by staff
- Stay home if COVID symptoms are present and notify Instructor immediately
- Declare any potential symptoms that develop during Lab

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



# 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