

Program/Course Health & Safety Form

Date: 11/17/2020	Campus: KPU Tech
Faculty: Trades and Technology	Program: Automotive Service Tech Youth Train in Trades (21-0325 202027 27008)
Date of first group of students on campus: 5/31/2021	Date of first group of students to leave campus: 6/24/2021
Date of second group of students on campus (if needed):	Date of second group of students to leave campus (if needed):
Number of students anticipated on campus and on which days: This class will be held in room 1841 and the Auto Mechanics Shop (room 1830) Mondays 0800-1450 (6 hours) Tuesdays 0800-1450 (6 hours) Wednesdays 0800-1450 (6 hours) Thursdays 0800-1450 (6 hours) May 31 June 1, 2, 3, 7, 8, 9, 10, 14, 15, 16, 17, 21, 22, 23, 24 This class has a maximum of 16 students enrolled. These students are a cohort at their home school (Lord Tweedsmuir Secondary School: SD36) and will continue attending KPU as this same cohort.	Number of employees on campus to support this program and on which days: Two: One KFA and one BCGEU on all days listed Instructor Name: Grant Conversi
Rationale for why students need to be on campus: This is a Youth Train in Trades partnership between the Surrey School District (SD36) and KPU. Students attend four (4) weeks of instruction at KPU which is critical to meeting the ITA requirements for the Automotive Service Technician Program.	

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

Yes, this intake will proceed as originally scheduled.

4-Mar-21

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

- a) Work gloves – students will provide their own
- b) Safety glasses – students will provide their own
- c) Face mask – students will be asked to bring their own however KPU will provide disposable face masks should students not have their own or they require one for any reason.

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

All instructors and responsible leaders have been consulted on the latest Covid-19 procedures and regulations as set out by KPU, WorkSafeBC, and BC's Chief Public Health Officer.

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

Safety Plan for Employees and students:

- Employees and students will be following the physical distancing guidelines.
- Directional arrows and stanchions are in place to clearly designate pedestrian traffic flow.
- The room occupancy has been setup to allow for proper physical distancing guidelines.
- If anyone is feeling unwell they are to stay home and monitor their symptoms and seek a medical professional if necessary.
- All students / employees are asked to ensure their hands have been disinfected or washed before entering the room.
- Students have access to disinfectant spray should they want to disinfect their own stations, tools, and or desks outside of the regular cleaning operations.
- 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.

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

Yes

4-Mar-21

Submitted by: Laura McDonald

Approved by Provost and VPA:

Dr. Sandy Vanderburgh

Approved by the Office of Health & Safety

Name: Pablo Dobud

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

Image of the signage board at the shop entrance



Shop space showing the service bays. There are 12 service bays in total (6 per side). Each service bay has more than 6 feet of distance between each other.



This is the signage above the handwashing station inside classroom 1841.



The handwashing station inside the automotive classroom 1841



Floor directional signage and spacing between desks in room 1841. Two students are permitted per desk.



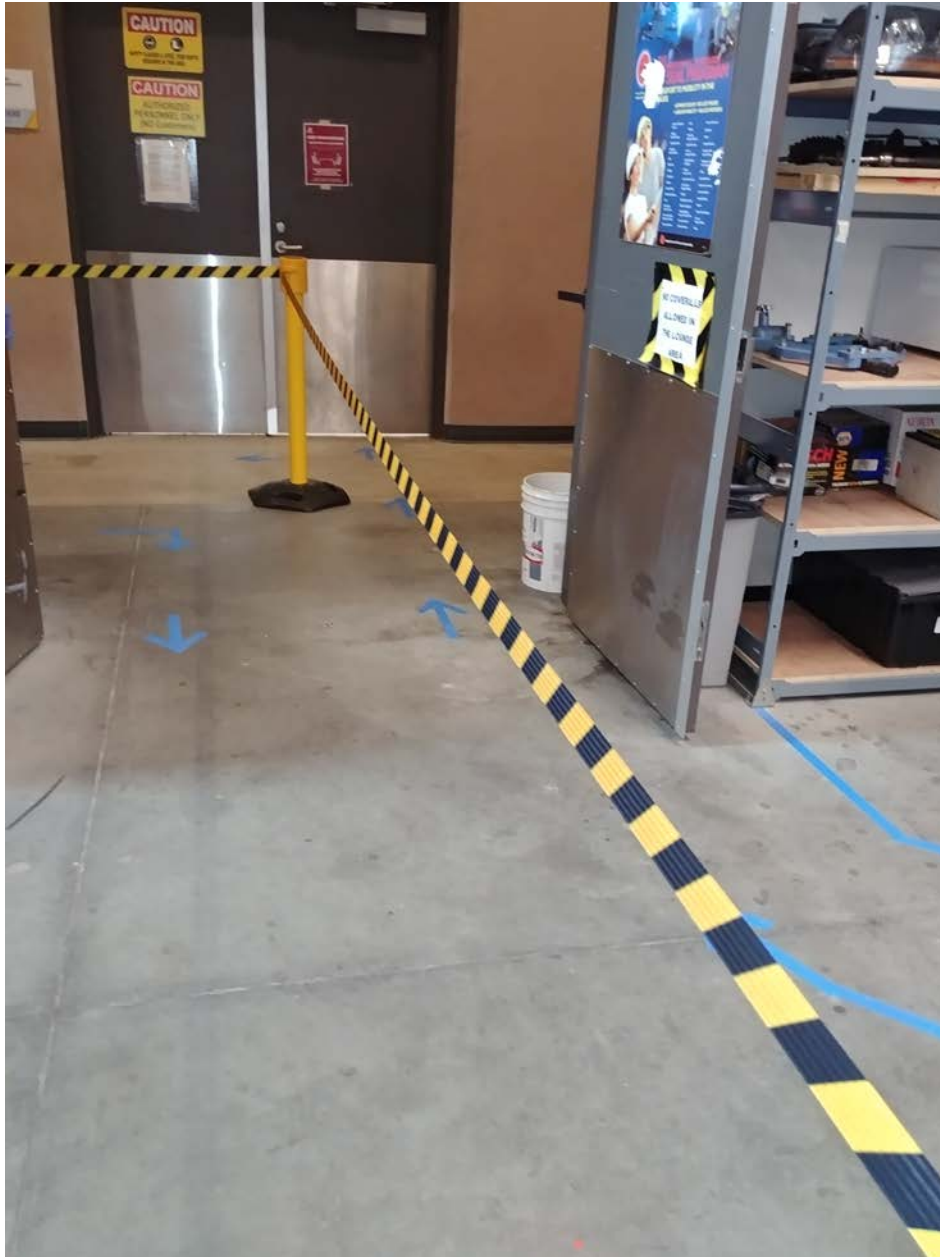
Directional signage on the floor of room 1841.



Directional signage and barrier for traffic flow from the main hallway to classroom 1841.



The classroom view of the directional signage and stanchions from the classroom to the access hallway. The double doors at the end of the stanchion lead directly into the automotive shop, so access through the main hallway is minimized.



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

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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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