

## Program/Course Health & Safety Form

<b>Date:</b> 1/11/2021	<b>Campus:</b> KPU TECH
<b>Faculty:</b> Faculty of Trades and Technology	<b>Program:</b> Millwright Level 4 – C11
<b>Date of first group of students on campus:</b> 3/1/2021	<b>Date of first group of students to leave campus:</b> 4/17/2021
<b>Date of second group of students on campus (if needed):</b> N/A	<b>Date of second group of students to leave campus (if needed):</b> N/A
<p><b>Number of students anticipated on campus and on which days: 8</b> Millwright Shop: 1520 Rm # 2114</p> <p>March: 4, 11, 18, 25, April 1, 14, 15 7.5 hours per day.</p> <p>April 16 – ITA provincial exam</p> <p>ITA exam TBD by ITA. May be off site. Normally in Rm #1511</p>	<p><b>Number of employees on campus to support this program and on which days: 2</b></p> <p>One KFA and one BCGEU employee on all listed days</p> <p><b>Instructor Name:</b> Brian McClinton</p>
<p><b>Rationale for why students need to be on campus:</b> Students need to be on campus for hands on training in the following areas:</p> <ul style="list-style-type: none"> <li>• Service Conveying Systems</li> <li>• Service Prime Movers</li> <li>• Service Turbines</li> <li>• Perform Commissioning and Decommissioning of Equipment</li> </ul> <p>Level 4 Millwright is seven weeks long. Brian will teach the first 4 weeks online. This will be followed by 3 weeks of Millwright shop instructions.</p> <p>Classrooms will be used for breakout sessions to enhance further understanding and then the students would return back into the millwright shop.</p>	

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

Yes - February 26, 2021

**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. (Students are required to wear non-medical masks in the classroom even if proper social distancing is maintained.)
- d) 1 Handwashing station is in the millwright shop. Students can also wash their hands in the washroom near both shops.
- e) Students will have their own hearing protection, eye protection, and footwear as part of the normal program expectations.

**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.
- Faculty/Employees will be required to complete a daily COVID-19 self-assessment prior to arrival on campus.

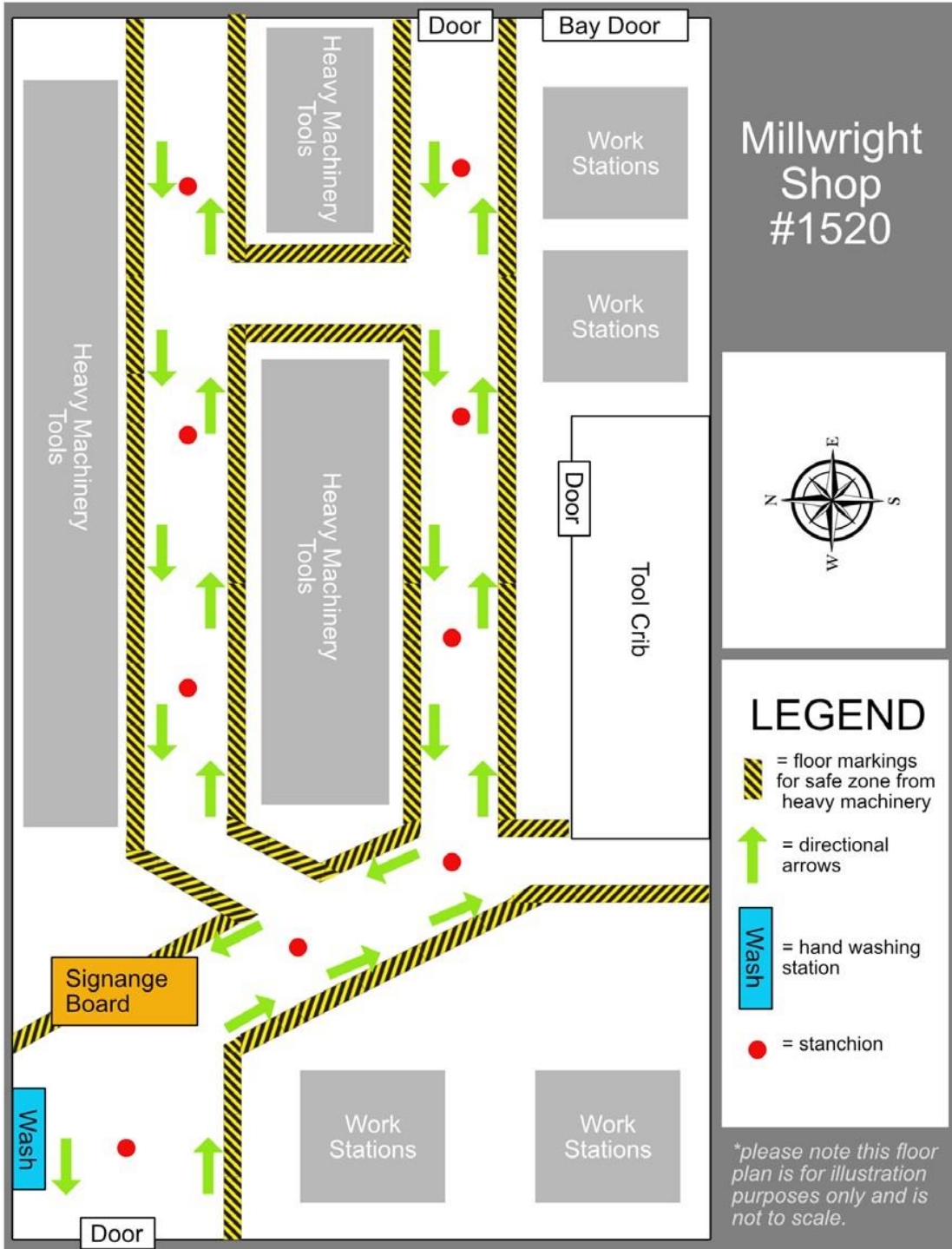
**Have you consulted with Dr. David Florkowski, AVPA before submitting this request?  
Yes-February 26, 2021**

**Submitted by: Kulpreet Sasan**

**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.



Entrance to the Millwright Shop



Walkway just past the entrance. Walking into the shop with the handwashing station on your left side and poster board directly in front.





Continuing through the walkway with the heavy machinery tools in the middle, and the Tool Crib on the right had side.



Following the left side pathway



Following the right side pathway





Walking down the right side pathway past the tool crib, bay door directly ahead





KWANTLEN POLYTECHNIC UNIVERSITY

Facing north standing directly in front of the bay door.



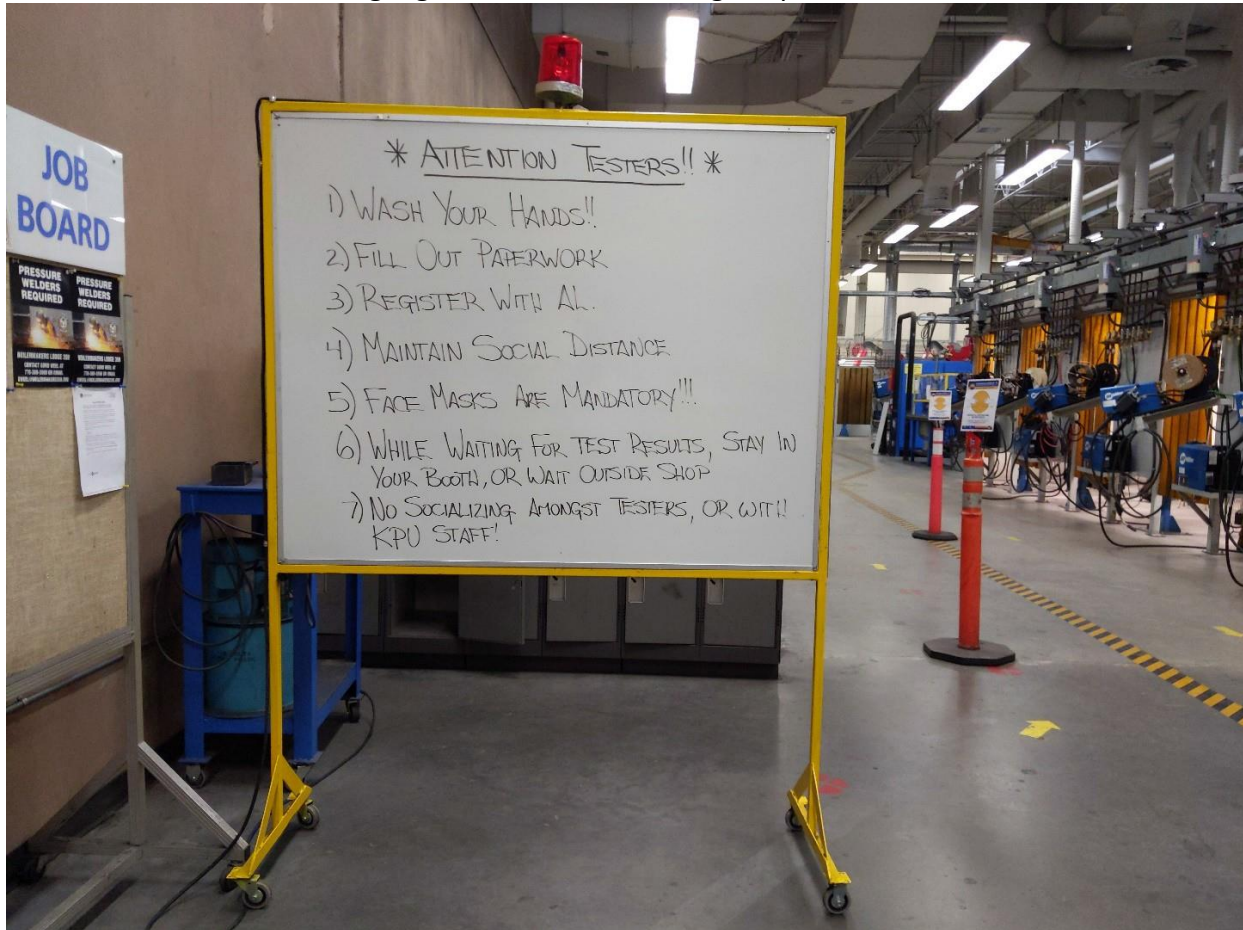




Maximum occupancy posted at door of Welding Shop



Signage board at the Welding Shop entrance



Handwashing Station at the Welding Shop





Directional arrows and floor partition for the Welding Shop



Plexiglass around CWB and instructor booth at the Welding Shop

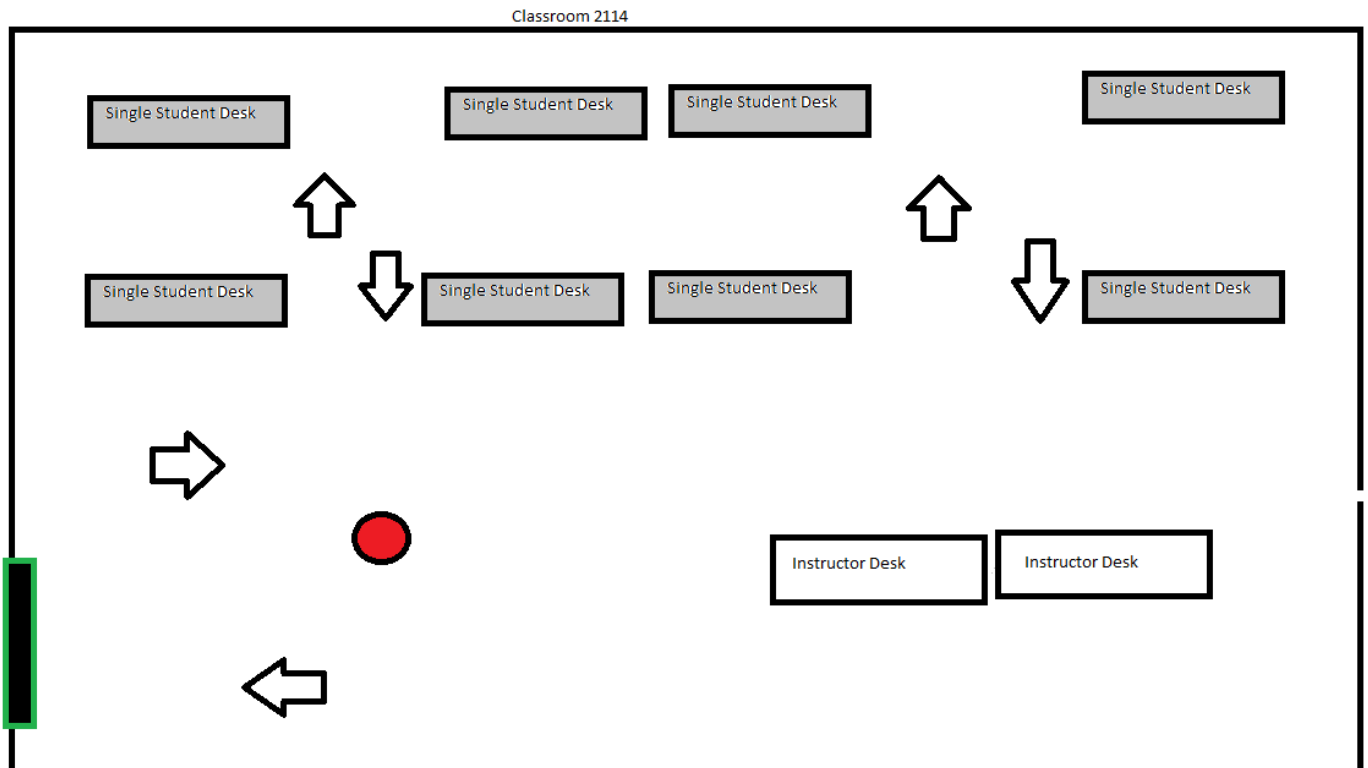




Instructor wearing full head breathing helmet at the Welding Shop



### Floorplan for classroom # 2114

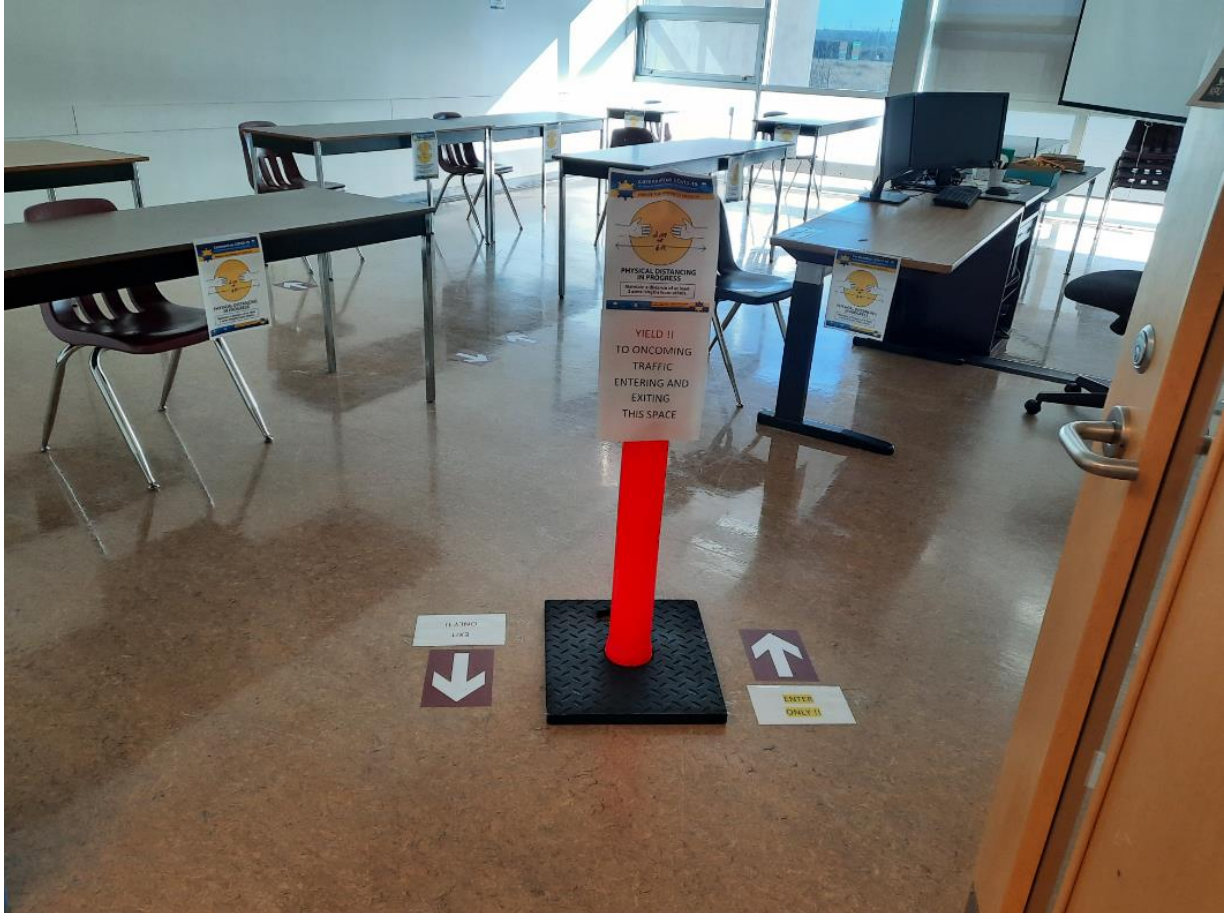


Entrance to Classroom # 2114





Classroom stanchion, directional signage, and single desk per student.





# 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