

Program/Course Health & Safety Form

Date: 4/14/2021	Campus: Surrey
Faculty: Academic & Career Preparation	Program: LCOM
Date of first group of students on campus: 4/27/2021	Date of first group of students to leave campus: 4/27/2021
Date of second group of students on campus (if needed): N/A 4/29/2021	Date of second group of students to leave campus (if needed): N/A 4/29/2021
Number of students anticipated on campus and on which days: The individual student assessments will be scheduled as suited to the individual student’s schedule over a two-day period. Each one-hour appointment will fall between the hours of 10:00am to 4:00 pm. Specific dates and times will be provided once confirmed with students. The students may be accompanied by one helper/parent each to assist the students before and after their assessment. A maximum of 6 students and 6 supporters per assessment day (April 27 and 29)	Number of employees on campus to support this program and on which days: One instructor will be on campus for all the assessments. Instructor Name: Louise Bruins
Rationale for why students need to be on campus: Students need to be undergo observational assessment in person for their ability to follow instructions and stay on task. They will also be reading out loud as part of the assessment of reading comprehension/vocabulary.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? This request is not for a course, just for the assessments for admission to the course. But the Registrar is aware the course will be delivered face-to-face in Fall 2021.	

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

- Masks to have on hand in case students forget and need one. Quantity: 24.
- Nitrile gloves for instructor's use in cleaning between appointments. Quantity: five pairs.

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

Louise Bruins, the instructor has helped create the Course Health & Safety Plan.

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

Safety Plan for Employees and students:

Safety Plan for LCOM Assessments Spring 2021

Assessment classroom: Surrey Cedar 1015

1. Information will be sent to the family and to the Support Worker, if applicable, to review and fill in before the assessment meeting occurs. This will include:
 - a. KPU COVID19 safety protocols (wear a non-medical mask while indoors and adhere to social distance measures)
 - b. Instructions for self-assessment of Covid-19 symptoms. In the case of a Support Worker, they will be asked to complete their employer's self-assessment.
 - c. Time of the assessment
 - d. Location of assessment
 - e. How to enter the Cedar building
 - f. Support Workers will be asked to check-in with Security (778-578-6312), Room 1700 Surrey Main building
2. In advance of the assessment, all needed pages of the assessment will be printed off, taken off the printer tray with gloved hands, and sealed in zip-lock bag.
3. The student and Support Worker/parent will enter Cedar Building from the courtyard side entrance and walk down the hall to 1015, which is the first classroom on the left.
4. The classroom door will be open, and a clearly marked, designated seat that will be waiting for the potential student inside the classroom at the table nearest the door of the classroom, and there will a marked designated spot for their Support Worker/parent just outside the classroom door.
5. The student seat, the Support Worker/parent seat, and the student desk will be sanitized by the instructor after each assessment.
6. Instructor will sit at a designated table, placed a minimum of 2 meters away.
7. Upon the student's arrival, instructor will ask necessary (COVID-related) questions to both student and Support Worker/parent regarding their current health. (Pre-screening)
8. The Support Worker/parent may choose to wait in the designated seat outside the door, or wait in their car for the duration of the assessment.
9. The student will read the CARA wordlist from the classroom screen, followed by a corresponding appropriate level reading.



10. The student will work through the assessment materials in the plastic bag (CAAT A, numeracy/sequencing, writing sample), and place the pages back in the bag when completed.
11. During this assessment, instructor will be observing the student’s suitability for the class (asking clarifying questions, holding a conversation, ability to focus on task, complete work in a timely manner). This is the most important reason for meeting the potential student face-to-face.
12. The student and Support Worker/parent will leave the way they arrived.
13. Instructor will use gloves to handle and process students’ assessment papers.

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

Submitted by: Aimee Begalka

Approved by Provost and VPA:
Dr. Sandy Vanderburgh

Signature:

Date:

Approved by the Office of Health & Safety Name: Pablo Dobud	Signature: Date:
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Insert sketch(es) of classroom arrangement and “flow of students” here.

