

## Program/Course Health & Safety Form

<b>Date:</b> 6/25/2020	<b>Campus:</b> Surrey
<b>Faculty:</b> Academic & Career Advancement	<b>Program:</b> LCOM
<b>Date of first group of students on campus:</b> 7/2/2020	<b>Date of first group of students to leave campus:</b> 7/15/2020
<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
<b>Number of students anticipated on campus and on which days:</b> The appointments will be scheduled as suited to the individual student’s schedule over a two-week 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.	<b>Number of employees on campus to support this program and on which days:</b> One instructor will be on campus for all the assessments.  <b>Instructor Name:</b> Louise Bruins
<b>Rationale for why students need to be on campus:</b> Students need to be observed 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.	
<b>Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?</b> This request is not for a course, just for the assessments for the course. But the Registrar has been informed that the course will be face-to-face in the fall: Wednesdays and Fridays, from 1000-1400.	
<b>PPE requirements for students, faculty, and staff (quantity needed).</b> <ul style="list-style-type: none"> <li>• Masks to have on hand in case students forget and need one. Quantity: 12.</li> <li>• Nitrile gloves for instructor’s use in cleaning between appointments. Quantity: five pairs.</li> </ul>	

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

Yes, a walkthrough of the space was done with David Florkowski on June 4, 2020.

**Students 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 Summer 2020

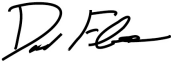
Assessment classroom: Surrey Cedar 1015

1. Information will be sent to family to review and fill in before the assessment meeting occurs. This will include
  - a. Time of the assessment
  - b. Instructions for self-assessment of Covid-19 symptoms
  - c. Location of assessment
  - d. How to enter the Cedar 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 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 designated seat will be waiting for the potential student. The seat will be clearly marked at the table nearest the door of the classroom.
5. The student seat and desk will be sanitized by the instructor after each assessment.
6. Instructor will sit at a designated table, placed a minimum of 2 metres away.
7. Upon the student's arrival, instructor will ask necessary (COVID-related) questions regarding the current health of the student. (Student screening)
8. The student will read the CARA wordlist from the classroom screen, followed by a corresponding appropriate level reading.
9. 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.

10. 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.
11. The student will leave the way they arrived.
12. Instructor will use gloves to handle and process students' assessment papers.

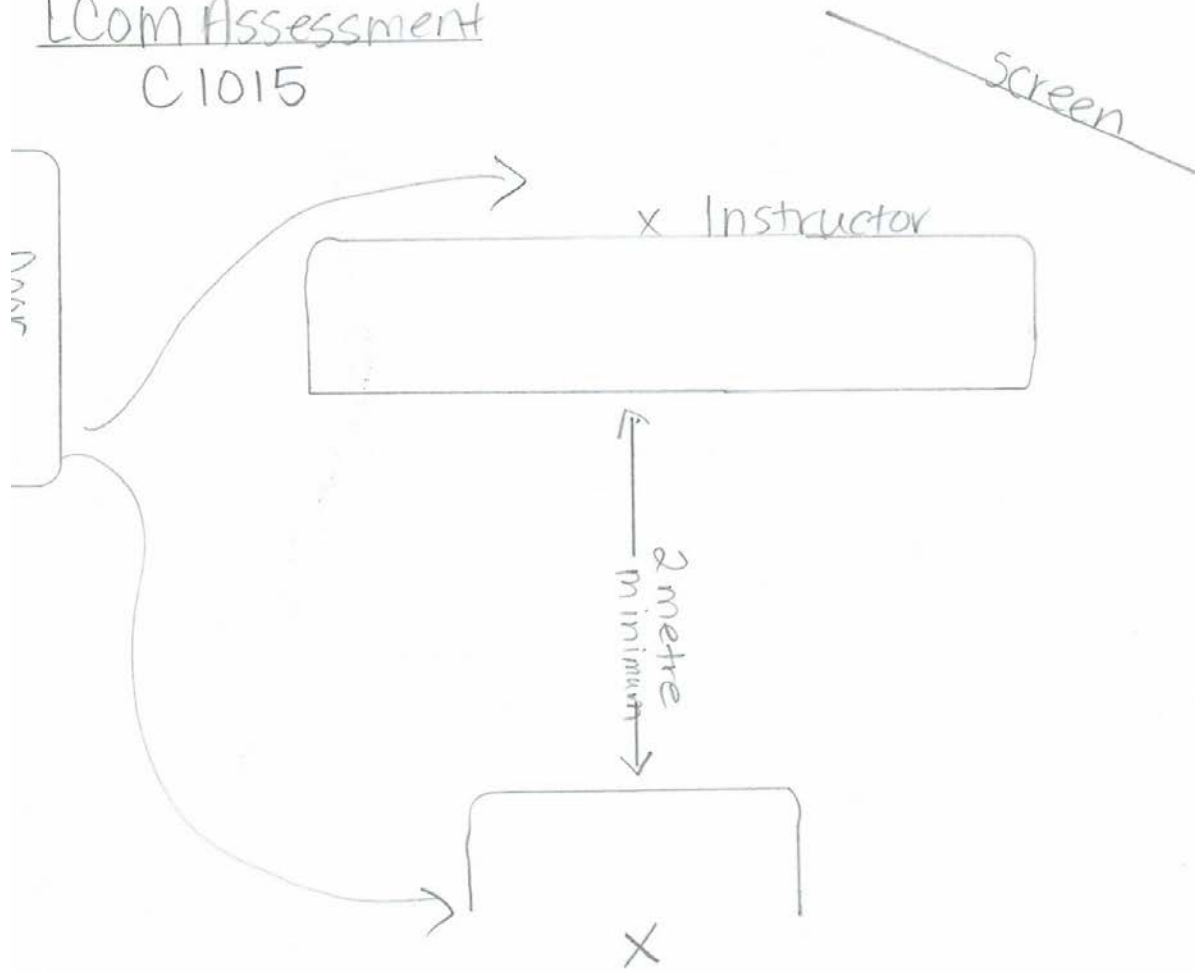
**Submitted by: Aimee Begalka**



<b>Approved by Provost and VPA:</b> Dr. Sandy Vanderburgh	<b>Signature:</b>  <b>Date:</b> _____
<b>Approved by Special Advisor to the President on Covid-19:</b> Dr. David Florkowski	<b>Signature:</b>  <b>Date:</b> July 14 2020
<b>Approved by the Office of Health &amp; Safety</b> <b>Name:</b> Pablo Dobud	<b>Signature:</b>  <b>Date:</b>

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

LCom Assessment  
C1015



# 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