

Program/Course Health & Safety Form

Date: 6/10/2020	Campus: KPU Tech
Faculty: Trades and Technology	Programs: Carpenter, Electrician and Welder
Date of first group of students on campus: 6/19/2020	Date of first group of students to leave campus: 6/19/2020
Date of second group of students on campus (if needed): 7/16/2020	Date of second group of students to leave campus (if needed): 7/24/2020
Number of students anticipated on campus and on which days: 16 students on June 19 (Carpenters) 16 students on July 16 (Electricians) 16 students on July 17 (Welders) 16 students on July 23 (Electricians) 16 students on July 24 (Electricians) Always 8 students in the morning, and 8 students in the afternoon.	Number of employees on campus to support this program and on which days: 1 KPU staff Instructor Name: William Alvarado
Rationale for why students need to be on campus: At the end of the Level 4 Carpenter program, students need to write an Industry Training Authority (ITA) Certificate of Qualification red seal exam. It is an in-person exam which is invigilated by ITA on KPU Campus. Our Level 4 Carpenter students are familiar with the campus. KPU Tech staff work closely with ITA to set up the exam. We have free parking and easy access off Hwy 10. The same request applies to the other Level 4 students on July 16, 17, 23 and 24.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? Registrar is not involved with this process.	

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

We will have 16 masks available for the students.

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

Brian consulted with William on June 10.



Students must conduct Covid-19 self-assessment prior to arriving on campus and attending class.**Safety Plan for Employees and students:**

Students have been emailed check lists on social distancing and safety guidelines and protocols on hand washing.

William will remind the invigilator and the students of the following:

- Self-assess
- Wash your hands before entering the exam
- Maintain physical distancing
- Single file into the exam (Boardroom)
- Follow floor signage
- Leave the campus as soon as you finish the exam
- Do not congregate or wait for others after the exam

Submitted by: Brian Moukperian

<p>Approved by Provost and VPA: Dr. Sandy Vanderburgh</p>	<p>Signature:  Date: July 6, 2020</p> <p><small>Digitally signed by Sandy Vanderburgh DN: cn=SandyVanderburgh, o, ou, email=sandy.vanderburgh@kpu.ca, c=CA Date: 2020.07.06 14:24:03 -07'00'</small></p>
<p>Approved by Special Advisor to the President on Covid-19: Dr. David Florkowski</p>	<p>Signature:  Date: July 6, 2020</p>
<p>Approved by the Office of Health & Safety Name: Pablo Dobud</p>	<p>Signature: Pablo Dobud Date: July 6, 2020</p> <p><small>Digitally signed by Pablo Dobud DN: cn=PabloDobud, o=Kwantlen Polytechnic University, ou=Occupational Health & Safety, email=Pablo.dobud@kpu.ca, c=CA Date: 2020.07.06 14:24:31 -07'00'</small></p>

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



Exam photo door into the boardroom.



Exam photo entrance and hallway



Exam photo entrance



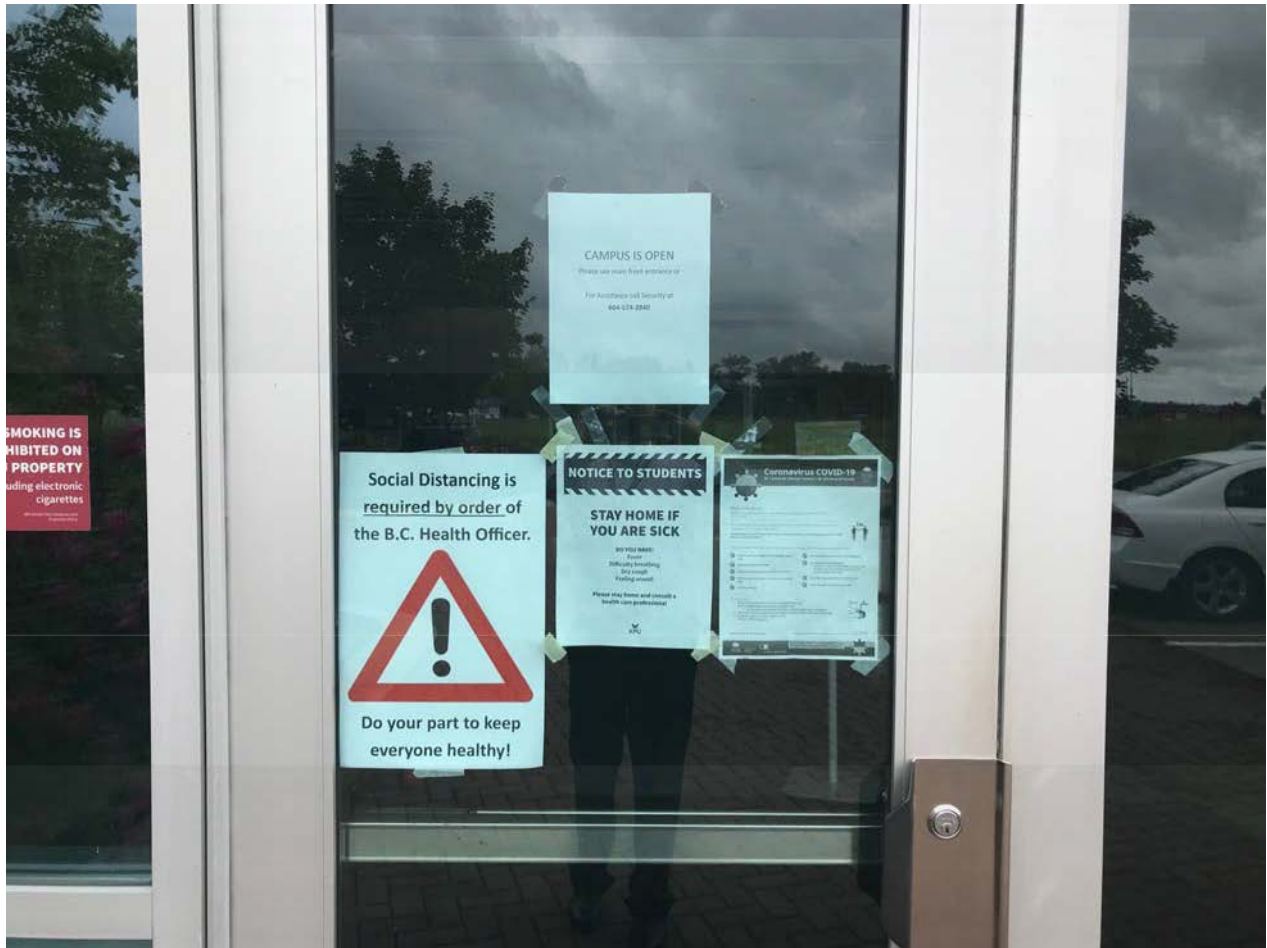
Exam photo with floor markings 2



Exam photo with floor markings 3



Exam photo with handwashing in the boardroom



Exam photo with posters on exterior door

COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

All ITA Exams

Campus:

KPU Tech

Completed by:

BJ Moukperian / Will Alvarado

Date:

June 10, 2020

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

William will give the invigilator and the students an orientation in the antechamber near the automotive service area. For the record, these are one-time exams, for unique individuals, on June 19, July 17, 23 and 24. They write the interprovincial, red seal exam and then leave.

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

The invigilator and students will be asked to practice good hygiene upon entering the exam room.

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

This is an ITA protocol.

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

We'll need the room cleaned from 11:30 am to 1:00 pm on June 19, July 17, 23 and 24.

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

There is no break during an IP exam.

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

ITA invigilator will follow their protocols.

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