

Program/Course Health & Safety Form

Date: 6/24/2020	Campus: Tech
Faculty: Trades and Technology	Program: Automotive Service Tech Level 1 (20-1388 201927 CRN TBA)
Date of first group of students on campus: 7/6/2020	Date of first group of students to leave campus: 8/20/2021
Date of second group of students on campus (if needed): Click or tap to enter.	Date of second group of students to leave campus (if needed): Click or tap to enter.
Number of students anticipated on campus and on which days: Mondays 0800-1450 Tuesdays 0800-1450 Wednesdays 0800-1450 This class has a maximum of 8 students enrolled.	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 and Andreas Jordt
Rationale for why students need to be on campus: The ITA indicates this program requires 70% theory weighting and 30% practical weighting. The problem with this, though, is that the theory and practical components are integrated. For example, of the eight separate subject competencies, only two are purely theoretical: Line C: Use Communication and Mentoring Techniques Line L: Diagnose and Repair Restraint Systems, Body Components, Accessories, and Trim These two components total 6% of the overall competency weighting. For the other six components, the theory and practical are taught in an integrative format to solidify the learning and maximize opportunities for competency. Each component must be passed. As such, the students will be attending 7 weeks, 18 hours/week (total: 126 hours) of on-campus instruction which is critical to meeting the ITA requirements for the Automotive Service Technician Program at KPU.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? Yes: May 19, 2020	

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

Face masks (not N95) for when instructor must be within the 6-foot proximity

Tool sanitizer at each station x 10 (8 students and 2 employees each day)

Hand washing station outside entry to classroom (already in place)

Hearing protection, eye protection, and footwear provided by the student as part of the normal program PPE expectations. The desks in the classroom are two meters apart and the service bays in the automotive shop are four meters apart. No other classes will be in session in either the automotive shop nor the classroom for the duration of this intake. There is direct external access to both the classroom and the shop, negating the need for students to congregate in public areas such as hallways. The classroom and shop are connected via a small hallway which is only used by automotive classes.

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

Yes. Brian Moukperian spoke with Pablo Dobud. Pablo provided direction on floor markings for traffic flow, official hand washing handouts/e-handouts, and posters.

Dr. David Florkowski conducted a site visit and has provided direction for all KPU programs. Signage posted at all entrances to KPU Tech stating "Stay Home If You Are Sick".

We have posted a sign at the entrance to the closest washrooms indicating only one person should be in the washroom at a time. As well, there is a handwashing station within the lab.

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

The employee and students will be following the social distancing guidelines.

Maintaining a 6-foot distance from each other at all times. The work benches are setup with an 8 feet distance between each bench. The chairs are 8 feet apart for seating. There is a handwashing station near the entrance to the Automotive Service Technician and near the entrance to the classroom and the Shop. All students will be required to wash their hands when leaving the shop/classroom and returning to the shop/classroom.

Note: The main automotive shop area totals approximately 1072 sq m and the automotive classroom area totals approximately 170.5 sq m. The configurations of the shop (see attached photos) reflect the spacing between the automotive shop working bays, as well as the spacing and pedestrian flow of the classroom.

We have set a lower headcount limit (eight) for this intake.

Submitted by: Brian Moukperian

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

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



Shop space showing ample distance between service bays



The view of pedestrian flow from the classroom to the hallway

Pedestrian flow from the hallway to the classroom



This is the classroom space. A maximum of one student will be permitted at each desk and floor markings will direct pedestrian traffic.





There is a handwashing station within the classroom. Signage is posted at the sink.



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