

Program/Course Health & Safety Form

Date: 7/10/2020	Campus: Tech
Faculty: Trades and Technology	Program: Electrical Level 4 ITA exam
Date of first group of students on campus: 7/23/2020	Date of first group of students to leave campus: 7/23/2020
Date of second group of students on campus (if needed): 7/24/2020	Date of second group of students to leave campus (if needed): 7/24/2020
Number of students anticipated on campus and on which days: Thursday 0900-1200: 8 students Thursday 1300-1600: 8 students Friday 0900-1200: 8 students Friday 1300-1600: 8 students	Number of employees on campus to support this program and on which days: One BCGEU member will be on site to support in case of emergency, but no KPU employees are part of the administration of this exam. Instructor Name: Cindy Bilow
Rationale for why students need to be on campus: At the completion of Electrical Level 4, students are required to write the Certificate of Qualification exam in order to receive their ITA Red Seal designation. An ITA employee comes to KPU Tech to administer the exam. We abide by both the ITA safety protocols (attached) as well as the KPU safety protocols. We are a host site for this exam.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? Yes. The exam is held on the last scheduled day of class.	
PPE requirements for students, faculty, and staff (quantity needed). Masks will be available for students should they want to use one.	

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 testing room (i.e. Boardroom 1853).


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

Safety Plan for Employees and students:

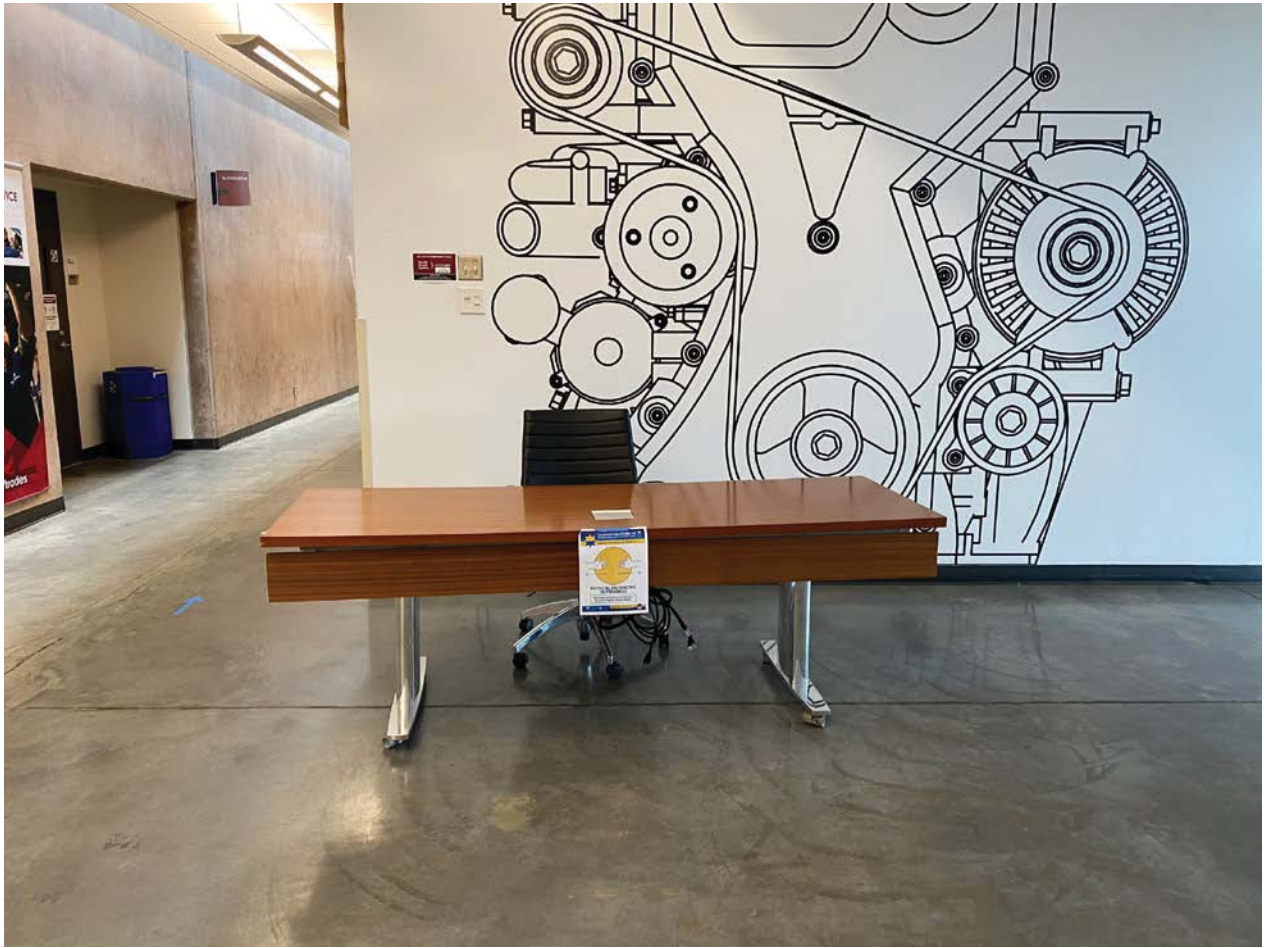
No KPU employees will be present for this testing. The ITA examiner has his/her own safety protocols which are attached to this document.

Note: The Boardroom at KPU Tech is 136.5 M. Maximum headcount in the room will be 9: 8 students plus one ITA invigilator.

Submitted by: Laura McDonald

<p>Approved by Provost and VPA: Dr. Sandy Vanderburgh</p>	<p>Signature: Sandy Vanderburgh Date: July 23, 2020</p> <p><small>Digitally signed by Sandy Vanderburgh DN: cn=Sandy Vanderburgh, o, ou, email=sandy.vanderburgh@kpu.ca, c=CA Date: 2020.07.23 15:17:53 -07'00'</small></p>
<p>Approved by Special Advisor to the President on Covid-19: Dr. David Florkowski</p>	<p>Signature:  Date: July 23, 2020</p>
<p>Approved by the Office of Health & Safety Name: Pablo Dobud</p>	<p>Signature: Pablo Dobud Date: July 23, 2020</p> <p><small>Digitally signed by Pablo Dobud DN: cn=Pablo Dobud, o=Kwantlen Polytechnic University, ou=Occupational Health & Safety, email=Pablo.dobud@kpu.ca, c=CA Date: 2020.07.23 15:17:31 -07'00'</small></p>

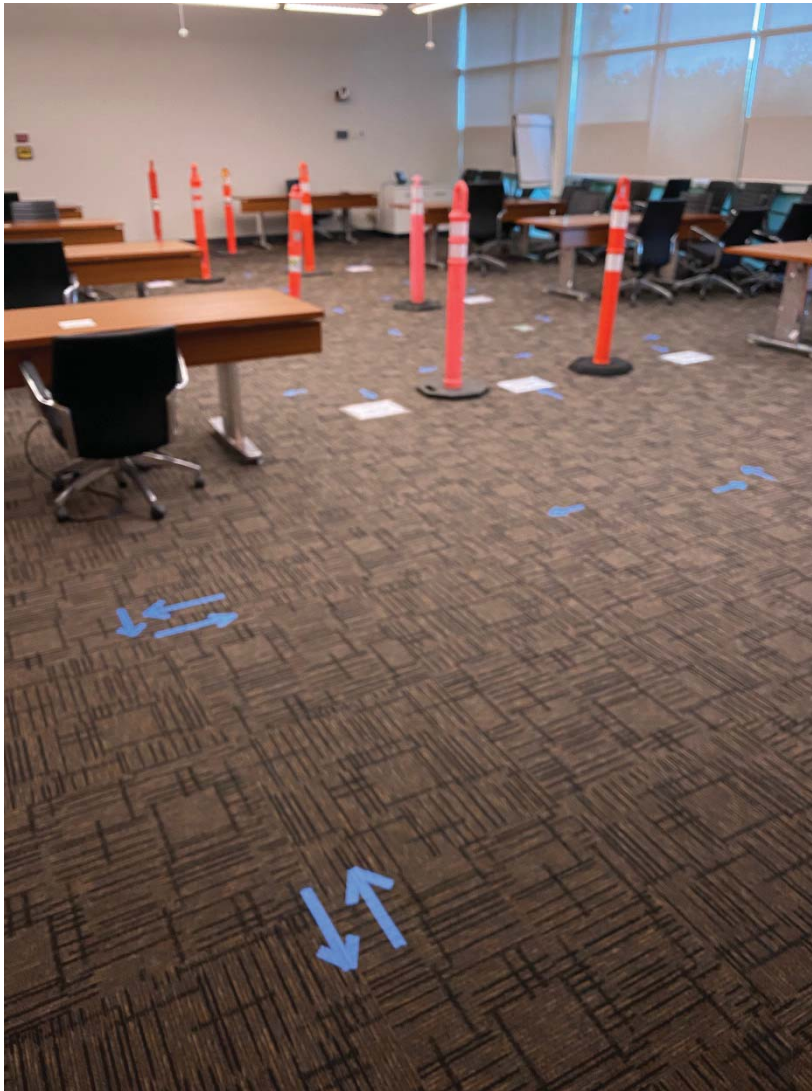
Insert sketch(es) of classroom arrangement and “flow of students” here.



Sign in desk outside of the testing room per ITA safety protocols

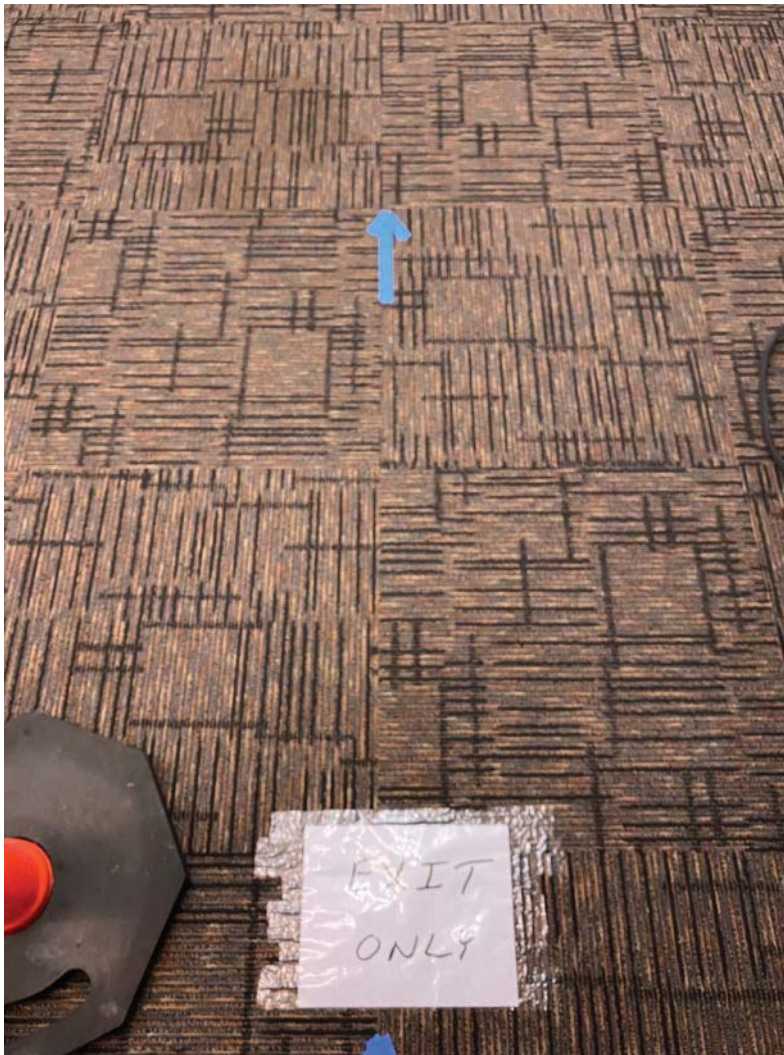


Signage on entrance door of testing room



Floor markings for traffic flow and spacing of desks





Entrance and exit are through separate doors to remove pinch points.

COVID-19 UPDATE:

ITA has been working with our Training Provider partners and Service BC to ensure social distancing requirements are met at all exam venues.

Social distancing requirements set out by the Provincial and Federal government (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html>) require individuals (including the invigilator) to be a min. of 2m or 6ft away from each other.

ITA has updated their guidelines effective May 11 to ensure that the safety of invigilators and candidates:

- The exam room should be unlocked and set up with social distancing markings (if applicable) before candidates and invigilator arrives
- One door is to be used for access to the exam room
- Invigilator's registration table should be located between the candidates and the access door.
- A second table located 6ft away from the invigilator's registration table and the first row of candidates is required for the distribution and collection of exam material
- Exam rooms should have individual tables so that each candidate can have their own table.
- Candidates should be spaced with a min. of 2m or 6ft away
- A minimum of 12 feet should be available in areas where students are mobile
- Once candidates are in the exam room and seated, to ensure social distancing candidates should refrain from moving around and should leave all unnecessary items in their car or at home.
- Invigilators and candidates are free to wear masks, but will be asked to remove them when verifying their IDs.
- Training Providers should arrange to have classrooms disinfected before and after the exam session.
 - This includes morning and afternoon sessions in the same room; the exam room should be disinfected between each sitting.
- There is a maximum of 8 students permitted in each exam sitting
 - As the situation around COVID-19 evolves this may be adjusted
- Lecture halls are permitted, but are still limited to a maximum of 8 candidates

On the day of the exam, if an invigilator feels the requirements are not met they will decline to invigilate the exam. Therefore it is important that the Training Provider contact be on-site 30 mins before the exam start time to deal with any questions or concerns. The health and safety of everyone is important to the ITA. The ITA will work closely with you and your students to reschedule the exam at a date in the future.

COVID-19 signage will be posted outside the exam room door and inside the exam room by the invigilator with the following message:

ITA is here to support you, however if **any of the following applies**, we ask that you **reschedule your exam** for a late date:

- You have a fever, new onset of cough, or difficulty breathing
- You travelled outside of Canada within the last 14 days
- You have been in close contact with anyone who has been diagnosed with the COVID-19 virus (coronavirus) within the last 14 days

Candidates who are feeling unwell should not enter the exam room and may reschedule at a later day without penalty.

Frequently Asked Questions:

Q: The room I have booked for this day is too small to fit all the students. What can I do?

A: There are a few options available to you

1. Split the exam into two rooms
2. Split the class into a morning and afternoon session with at least one hour between each session to allow time for the room to be sanitized
3. Secure a larger room (Note: the 8 candidate limit will still apply)

Q: The room set up attached as examples will not work for our rooms. Can I arrange the room in a different way?

A: Yes, absolutely. As long as the room set up adheres to the guidelines above. It is our recommendation that you still contact us to verify that the room set up is sufficient. That way we can work with our invigilation partners to get approval on the room prior to the exam date.

Q: I don't understand the difference between the 6 ft of distance and the 12 ft of distance

A: Social distancing requirements set out by the Provincial and Federal government (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html>) require individuals (including the invigilator) to be a min. of 2m or 6ft away from each other. However, as students may move around during the exam session (to use the bathroom, to retrieve and hand in their exam) the 12 ft spacing allows us to ensure that students will consistently maintain the 6ft of distance in areas where they may be mobile.

Please let me know if you have any questions or concerns.

Kind Regards,



Industry Training Authority

800 – 8100 Granville Avenue, Richmond, BC

www.itabc.ca

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Cindy Bilow

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COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

All ITA Exams

Campus:

KPU Tech

Completed by:

Laura McDonald

Date:

July 14, 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”.

-
1. Orientation, information and training on the Department’s Covid-19 Safety plan has been provided to employees and students?

Yes

Not Applicable

William or Cindy will give the invigilator and the students an orientation in the antechamber near the testing room. Cindy has communicated KPU's Covid-19 sfety plan to the ITA Testing Coordinator, Erica, via telephone and email.

2. Handwashing posters posted in all washrooms?

Yes

Not Applicable

Confirmed by Laura on July 14, 2020

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

Confirmed by Laura on July 14, 2020

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

Referenced in photos and confirmed by Laura on July 14, 2020

7. The maximum number of persons allowed in a space has been determined in order to maintain 2-meter physical distancing?

Yes

Not Applicable

Confirmed by Laura on July 14, 2020

8. Occupancy limit signage posted on door?

Yes

Not Applicable

Confirmed by Laura on July 14, 2020

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

Confirmed by Laura on July 14, 2020

10. If applicable, Facilities has been notified of additional cleaning needs for building/classrooms/shop/lab?

Yes

Not Applicable

Sent to Lori Scanlon via email

Confirmation received by email from C&W Services (Robby Bisla, Area Manager) that the rooms will be cleaned before, between and after all exam sittings.

11. If applicable, Facilities has been notified of additional signage required for the classroom/shop/lab?

Yes

Not Applicable

All requisite signage has been posted. Confirmed by Laura on July 14, 2020

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

Referenced in photos and confirmed by Laura on July 14, 2020

14. Demonstration and work areas set-up to allow for 2 meters physical distancing?

Yes

Not Applicable

This is an ITA Exam.

15. If physical distancing or other measures are not practical installation of barriers or sneeze guards has been considered?

Yes

Not Applicable

This is an exam and physical distancing is possible in the space.

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

Students provide their own writing implements and reference materials.

18. Common touch points and tools/equipment that must be shared are identified?

Yes

Not Applicable

This is an exam.

19. Cleaning and disinfecting program in place for cleaning/sanitizing shared tools/equipment and touch points?

Yes

Not Applicable

Facilities has confirmed they will be cleaning the space between exam sittings.

20. Students and employees are given instruction for the safe and correct use of any cleaning/sanitizing materials?

Yes

Not Applicable

KPU employees are not invigilating this exam.

21. Safety Data Sheets available for cleaning/disinfecting supplies?

Yes

Not Applicable

Original packaging is used for all cleaning materials. The facilities team is cleaning the space before, between, and after all exam sittings.

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

This is an exam. PPE is not required.

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

This is an exam. First aid should not be required.

24. A process has been developed to deal with employees not following the control measures?

Yes

Not Applicable

KPU employees are not invigilating this exam. The ITA invigilator has a set of control measures from the ITA which they will follow.

25. A process has been developed to deal with students not following the established control measures?

Yes

Not Applicable

KPU employees are not invigilating this exam. The ITA invigilator has a set of control measures from the ITA which they will follow.

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

KPU employees are not invigilating this exam.

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

If a student is unwell, they have been informed by the ITA to not attend the exam and rebook at a later time.

28. Students are advised to self-monitor and notify instructor if not feeling well?

Yes

Not Applicable

Signage is posted at all entrances. The ITA has also notified students.

29. Employees are encouraged to self-monitor and to notify supervisor if not feeling well?

Yes

Not Applicable

KPU employees are not invigilating this exam.