



Program/Course Health & Safety Form FINA 1130 Ceramics I S10 in Summer 2021

Date: 3/12/2021	Campus: Surrey
Faculty: ARTS	Program: Fine Arts
Date of first group of students on campus: 5/14/2021	Date of first group of students to leave campus: 6/18/2021
Date of second group of students on campus (if needed): 5/14/2021	Date of second group of students to leave campus (if needed): 6/18/2021
<p>Number of students anticipated on campus and on which days: Up to 15 students per class.</p> <p>Instructor will meet 5 times with the class on Tuesdays and Fridays (1:00-3:50) on May 14, May 21, May 28, June 1 and June 15 in room Spruce 138 Main.</p> <p>Students will be divided in 2 groups of 7 - 8 students for techniques demonstrations. Group 1: 1:00 – 2:20 Group 2: 2:30 – 3:50</p> <p>There will be maximum of 8 students in the studio at one time. (This does not include the Auxiliary Room which might be used by 2-3 upper level students.)</p> <p>Schedule of the Ceramics Studio Usage for Each Day. There will be sign-up sheets created for the students during the semester.</p> <p>Each student is allowed to sign up for up to 3 slots each week.</p>	<p>Number of employees on campus to support this program and on which days:</p> <p>1 instructional associate and 1 instructor</p> <p>Instructor Name: Ying-Yueh Chuang</p>

Rationale for why students need to be on campus:

FINA 1130 Ceramics I is a hands-on studio course.

Students need to access to the slip, glaze materials and the kilns, in order to finish their assignments.

Please see the attached *Floor Plan with Flow for the Ceramic Studio*.

Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?

Yes, 3 sessions are scheduled for Summer 2021.

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

- Hand sanitizer located in main studio (1 L pump container, we will likely need 2-3 bottles for the term)
- Students and staff will be asked to wear masks in the studio to help mitigate risk
- Faculty will ask students to provide their own and wear fabric masks, we will need a supply of some masks on hand in case students do not bring their own
- Students should purchase their own reusable gloves for use in studio, otherwise we have 5 separate sinks for washing hands

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

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- Consultation is ongoing
- We have had a meeting with the Dean and Adam Jaffer in regards to the fall semester. Much of this proposal is based on information we currently have from those meetings.
- We have information regarding 2m spacing, how to propose room flow, making sure handwashing stations are available
- Information on where to find signage

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

Safety Plan for Employees and students:

- Wear a mask at all times when in the studio.
- There will be a max amount of students scheduled at any one time in the studio
- Wash your hands when you enter the classroom or use hand sanitizer. There are 5 sinks located in Ceramics, each with soap dispensers
- Hand sanitizer will be available upon entering
- Doors will be propped open during class, otherwise wash hands after using punch code
- Follow directional arrows
- Student spaces will be spaced apart as much as the room allows. Masks will be worn when this distance can't be maintained
- Only 8 students allowed in main space and adjacent glaze room. Up to 4 advanced students will have use for the auxiliary room only.
- Students will have to sign up for slots to work in studio (through Moodle hopefully)
- High touch surfaces will need to be cleaned nightly and scheduled with cleaners. (ie doorknobs, punch codes, sink faucet)

There will be times when you need to work with Communal glazes and slips and equipment. Here's what to do.

- Wash hands before use of KPU equipment and directly afterwards.
- Wear gloves that you can wash afterwards (latex and kitchen gloves will work great)
- Use your own tools when possible
- There will be disinfectant available for communal tools to be cleaned.

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

- Yes, Heather Lippold the Ceramics technician and I met with David online and he gave the permission to go ahead with the plan we have.

Submitted by: Ying-Yueh Chuang



Approved by Provost and VPA: Dr. Sandy Vanderburgh	Signature: Date:
Approved by the Office of Health & Safety Name: Pablo Dobud	Signature: Date:

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

COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

Fine Arts

Campus:

Surrey

Completed by:

Ying-Yueh Chuang and Heather Lippold

Date:

February 8, 2021

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

Students will be provided the safety plan in Moodle and/or via email prior to the first day of class. Same information will be given out orally to students on their first day of class on campus.

2. Handwashing posters posted in all washrooms?

Yes

Not Applicable

This has been done for previous semester.

3. Students/employees are reminded to practice good hygiene during class and to wash hands immediately before and after class?

Yes

Not Applicable

Students will be reminded to practice good hygiene at the beginning of each in-person class. Posters will be up on walls of studio space.

4. Nearest handwashing sink located, is stocked and has been identified to students?

Yes

Not Applicable

At the first in-person class, students will be toured around the studio space. Handwashing sinks and hand sanitizer locations will be pointed out to them.

5. Students have been advised that no eating/drinking is permitted during classes in classroom/shop/lab?

Yes

Not Applicable

At the first in-person class, students will be reminded not to eat or drink in studio.

6. Physical distancing posters posted in classrooms/shops/labs and throughout the common areas?

Yes

Not Applicable

All signage has been posted and remains up from previous semester

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

Yes

Not Applicable

Yes, 14 people for the whole studio.
10 in studio main Spruce 138 (8 students 1 teacher and 1 technician).
3 max auxiliary Spruce 138E (designated for advanced students only)

8. Occupancy limit signage posted on door?

Yes

Not Applicable

Will be posted prior to start of term

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

These will be in place prior to start of term. Floor plan and flow plan has been identified.

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

Yes

Not Applicable

Facilities will be notified of additional cleaning and instructions prior to term start.

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

Yes

Not Applicable

Floor arrows and vinyl are already approved and posted.

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

Students will be reminded to spend their break time in the atrium or outside the building if weather permitting with social distancing or in their cars.

13. Classroom/shop/lab set up to allow for 2 meters physical distancing between all occupants?

Yes

Not Applicable

Will be set up prior to the semester start.

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

Yes

Not Applicable

Will be set up prior to the semester start.

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

Yes

Not Applicable

Students are advised to wear face cover when they are in the studio.

16. Handouts, papers, pens, etc. are not physically provided to students? (Use e-versions, students provide their own, etc.)

Yes

Not Applicable

Students are asked to bring their own stationery to class. No hard copy handouts will be provided. All course materials are available on Moodle.

17. When possible, students should have their own dedicated tools/equipment? (Items are not shared between students during class).

Yes

Not Applicable

Any communal equipment that is shared will be sanitized and proper hand washing protocol will be given to students. Any individual tools cannot be shared with other students.

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

Yes

Not Applicable

Common touch points and tools will be sanitized regularly and proper hand washing protocol will be given to students.

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

Yes

Not Applicable

Students will be instructed on how to clean and sanitizing the shared tools/equipment and touch points.

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

Yes

Not Applicable

This information will be covered at the orientation on Moodle and in-person on the first day of class on campus.

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

Yes

Not Applicable

Safety Data Sheets of all materials used are available in the studio.

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

A video of how to safely use, remove, and dispose of any PPE will be shown to students on the first day of class and on Moodle.

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 information will be covered at the orientation on Moodle and in-person on the first day of class.

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

Yes

Not Applicable

If employees are observed not following proper procedures, they will be reminded to do so by peer and/or supervisor and be sent for any further training by supervisor if required

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

Yes

Not Applicable

If a student does not follow established control measures, they will immediately be reminded of the process. If they do not comply, they will be asked to leave the classroom until they are able to comply with the safety protocols of the room.

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

The teaching associate will be asked to sit in class and carry out demonstrations if needed.

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

Most of the course materials and demonstrations are available on Moodle. Students will be communicated through emails.

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

Yes

Not Applicable

Students will be reminded at orientation.

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

Yes

Not Applicable

Instructor and teaching associate will notify the Dean's office if they are not feeling well and couldn't attend classes.

CERAMICS SUMMER 2021

SPRUCE 138

