

Automotive Service Tech Foundation

Change ID: 87112

Details

Acct/Dept

Inst Admin - Trades & Technology

Type

Facilities / Pandemic Response and Support

Service

Pandemic Response and Support / Course Safety Plan Submission

Impact

Affects Organization

Urgency

High

Priority

High (single user)

Location

KPU Tech

Created

Tue 5/25/21 10:06 AM by William Alvarado Barraza

Last Modified

Tue 6/1/21 1:18 PM by Cindy Stevens

Reviewer

Facilities ServiceDesk

Responsibility

Facilities ServiceDesk

Responded

Tue 6/1/21 1:18 PM by Cindy Stevens

Completed

Tue 6/1/21 1:18 PM by Cindy Stevens

Course Subject and Number

ASTA FDTN

Course Term

202126

Course Registration Number (CRN)

26006

First Day of Classes

09/07/2021 8:00 AM

Last day of Classes

04/14/2022 3:00 PM

Number of Sections Being Offered

1

Average Headcount in Each Section (including instructors and staff)

16

List of days and times for each section:

This class will be held in room 1855 and the Auto Mechanics Shop (room 1830).

Mondays 0800-1450 (6 hours)

Tuesdays 0800-1450 (6 hours)

Wednesdays 0800-1450 (6 hours)

Thursdays 0800-1450 (6 hours)

September 7, 8, 9, 13, 14, 15, 16, 20, 21, 22, 23, 27, 28, 29, 30

October 4, 5, 6, 7, 12, 13, 14, 18, 19, 20, 21, 25, 26, 27, 28

November 1, 2, 3, 4, 8, 9, 10, 15, 16, 17, 18, 22, 23, 24, 25, 29, 30

December 1, 2, 6, 7, 8, 9, 13, 14, 15, 16

January 4, 5, 6, 10, 11, 12, 13, 17, 18, 19, 20, 24, 25, 26, 27, 31

February 1, 2, 3, 7, 8, 9, 10, 14, 15, 16, 17, 22, 23, 24, 28

March 1, 2, 3, 7, 8, 9, 10, 14, 15, 16, 17, 21, 22, 23, 24, 28, 29, 30, 31

April 4, 5, 6, 7, 11, 12, 13, 14

This class has a maximum of 16 students.

Does this course utilize a Course Safety Plan previously approved through TDx?

Yes

If you answered "yes" above does the safety plan require any changes specific to this course?

No

Detailed Course Safety Plan (not required if you entered a TDx ticket number above)

Safety Plan for Employees and students:

- The instructors and support staff were informed of the Covid-19 protocols. All Covid-19 procedures will also be communicated to students on the first day of class as well as throughout the program.
- Students and employees are reminded to practice good hand washing hygiene. There are posters posted all around campus and at room entrances. Staff also encourages good hygiene through modeling and reminders.
- All students / employees are asked to ensure their hands have been disinfected or washed before entering the room.
- Classroom and shops have been set up to comply with physical distance requirements and capacity of the space is clearly posted outside each room/shop.

- Directional arrows and stanchions are in place to clearly designate pedestrian traffic flow. A floor plan indicating workstation, flow of traffic, entry and exit points has been posted near the entrance of each shop/classroom.
- Instructors will inform students during orientation on the first day of classes that there should be no social gatherings during break times. Students will be encouraged to leave the building or spend their breaks in their cars. The instructor will cover this information during orientation and will reinforce the message throughout the duration of the program.
- Room occupancy (classroom space and shop workspaces) have been setup to allow for 2 meters physical distancing per KPU, WorksafeBC and CDC guidelines.
- Sneeze guards have been considered and installed where appropriate in situations where physical distancing is not practical/feasible.
- Instructors have been reminded to avoid the use of handouts or paper handouts and provide electronic versions whenever feasible.
- Whenever possible, students will use their own dedicated tools and equipment. Common touch points have been identified and will be cleaned by students before and after use. Instructors will also clean all common touch points/equipment at the end of each class.
- Students have access to disinfectant spray should they want to disinfect their own stations, tools, and or desks outside of the regular cleaning operations.
- During Orientation instructors will inform students of the correct and safe way to use cleaning/sanitizing materials. A Safety Data sheet for cleaning/sanitizing materials is available and displayed in each room.
- All students and employees will follow the latest COVID precautions, guidance, expectations, and restrictions as set out by KPU, WorkSafeBC, and BC's Chief Public Health Officer. Students and employees must wear a cloth medical or cloth non-medical mask in indoor common spaces on all KPU campuses. This includes but not limited to: classrooms, hallways, corridors, washrooms, lounges, elevators, atria and study areas, the libraries, and the bookstore. When you are outdoors on campus, please wear a mask unless you can guarantee that you can always stay at least 2m/6ft away from others.
- During orientation, instructors will demonstrate the safe and correct use of any required personal protective equipment (PPE), including how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class. This messaging will be reinforced throughout the duration of the program.
- Instructors/employees have agreed to follow the Health and Safety protocols. Any employee not following the control measures will be addressed by the Dean/Associate Dean. Continued disregard for the control measures will result in escalated action.
- Students not following the control measures will be addressed initially by the instructor. Continued disregard of the control measures will result in escalation to the Dean or Associate Dean.
- Students and employees are reminded If anyone is feeling unwell, they are to stay home and monitor their symptoms and seek a medical professional if necessary.

- If an employee is sick/ill, they are reminded to follow established KPU sickness reporting protocols. Employees are also required to complete KPU's daily self-assessment prior to arrival on campus.

- Students will be provided with reporting protocols for absences during orientation. Students will be advised to self-monitor and notify their instructor if they are not feeling well. Signage related to staying home if sick is also posted at all entrances to classrooms, labs, and campus entrances.

Has all signage been ordered and installed? If no please use PPE Signage forms to order and install.

Yes

Additional Locations on this campus that you will be using/visiting: ①

This class will be held in room 1855 and the Auto Mechanics Shop (room 1830).

Will your course(s) be running within KPU normal hours of operation?

Within Operating Hours

Have you informed the Registrar of the scheduling requirements for this course?

Yes

What date was the Registrar's Office informed?

08/12/2020

People/Groups who have been consulted prior to submitting this request: (Select all that apply) ①

AVP Academic (Dr. Florkowski)

Do you require a copy of this form to be made for a different Campus Location?

No

Hours and Budget

	Estimated	Accrued	Accrued %
Time	\$0.00	\$0.00	-
Expenses	\$0.00	\$0.00	-
Total Budget	\$0.00	\$0.00	-
Hours	0.00	0.00	-

Description

Per the senate approved course outlines, there is a requisite lab component for each course.

The students will be attending 30 weeks, 15 hours/week of on-campus instruction which is critical to meeting the requirements for the Automotive Service Technician Program at KPU.

ASTA 1100: 8 hrs/wk lecture and 16 hours/wk lab

ASTA 1110: 8 hrs/wk lecture and 16 hrs/wk lab

ASTA 1120: 12 hrs/wk lecture and 12 hrs/wk lab
ASTA 1130: 10 hrs/wk lecture and 14 hrs/wk lab
ASTA 1140: 10 hrs/wk lecture and 14 hrs/wk lab
ASTA 1150: 12 hrs/wk lecture and 12 hrs/wk lab
ASTA 1160: 12 hrs/wk lecture and 12 hrs/wk lab
ASTA 1170: 6 hrs/wk lecture and 16 hrs/wk lab
ASTA 1180: 12 hrs/wk lecture and 12 hrs/wk lab

Requestor

WA

William Alvarado Barraza

William.Alvarado@kpu.ca

Div Busi Mgr, Trades & Tech

Kwantlen Polytechnic University

100146852

Workflow

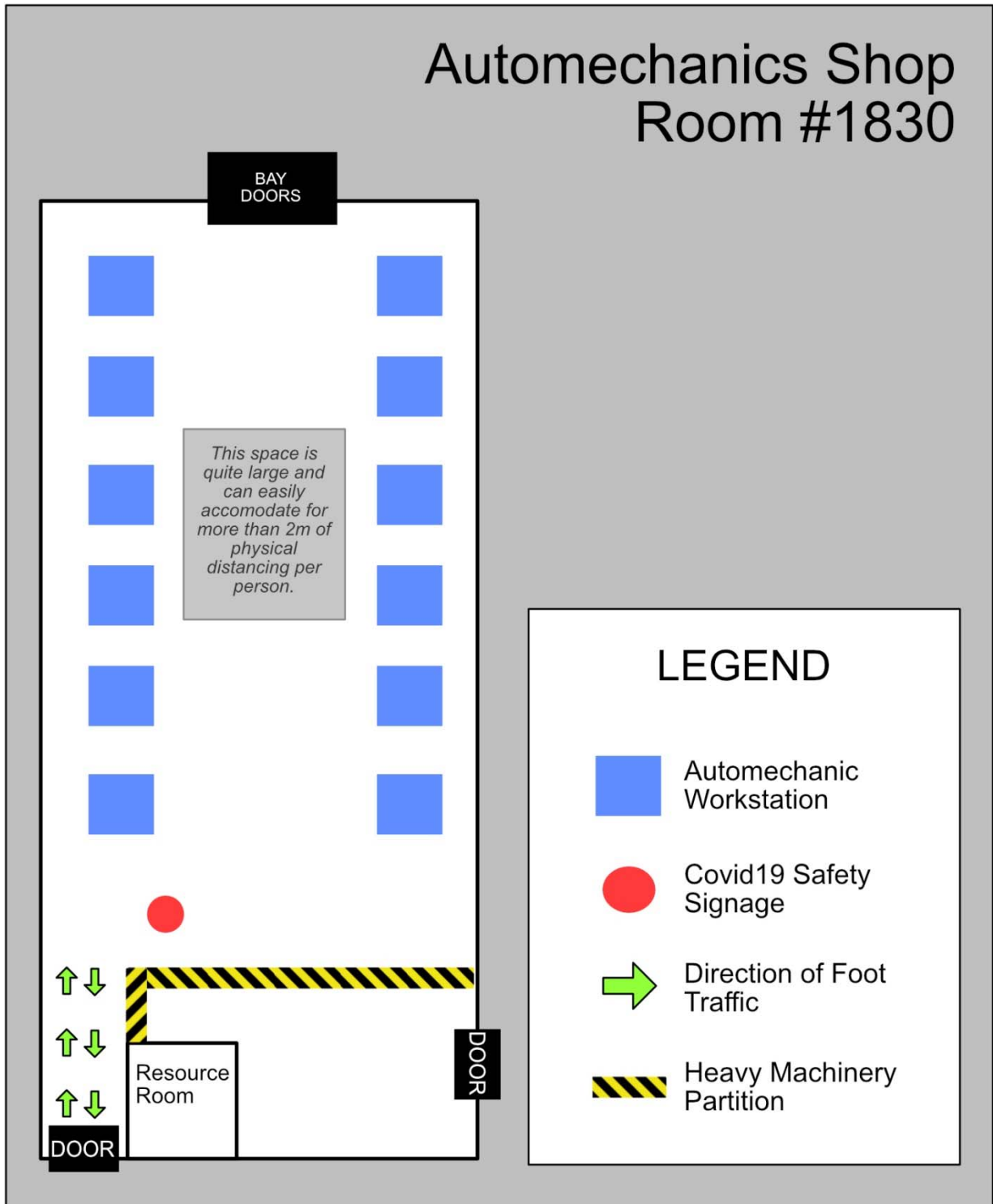
✓ Course Safety Plan Workflow

Attachments (1)



Automotive_Shop_Classroom_Layout.pdf

Tue 5/25/21 10:06 AM William Alvarado Barraza





Shop space showing ample distance between service bays

This is the classroom space. This configuration will change upon completion of the current intake to accommodate the increased number of students.



