COVID-19 Health and Safety Planning template

To support the return of on-campus, face to face learning activities during COVID-19

May 2020

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## Statement of purpose

This document is intended to be used as a baseline plan to reduce or minimize the risk to the safety and health of workers and students. It must be completed by Faculties/Departments with support from Health and Safety if they are planning for face to face activities/experiential learning while the risk of COVID-19 is present in the workplace. Completion and implementation of this plan as well as ongoing monitoring and check in’s with the workers in your work area will meet the [WCB guidelines for reopening](https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/covid-19-returning-safe-operation) that have been established.

## Guiding principles

In light of the COVID-19 outbreak and the variety of planning initiatives that are taking place across the campus, a series of guiding principles have been developed. The following principles are intended to enable cohesive planning across the campus based on the same fundamental values and understanding of the current COVID-19 challenges now and moving forward:

1. The University will place the health and wellbeing of students, staff, and faculty above all other considerations.
2. Decisions regarding in-person and alternative course delivery will be driven by program quality and fairness across all student demographics.
3. The University will provide as much certainty as possible to students and staff by making and communicating decisions as early as possible.
4. The University may have the option of increasing on campus activity mid-way through a semester due to a reduction in public health restrictions as they occur; VIU is committed to considering the impact of any of these decisions on students, particularly those that may not be residing close to our campus.

## SCOPE

Face-to-face activities included within this framework are:

* Exams
* Trades Shops/Trades practical
* Laboratories (skills, research)
* Clinics (Health and Dental)
* Studio(s)
* Field activities, includes regular course work occurring outside the classroom and coursework that occurs only outside.
	+ Risk assessment and safe work procedures need to be completed to ensure compliance with provincial and federal recommendations and must include considerations for safe travel to the site.

Face-to-face activities **NOT** included within this framework are:

* Practicums/placements/practice – however external agencies should be able to provide plans that demonstrate their compliance practices to the Faculty Deans.

## Responsibilities

### Internal Responsibility System Organizational Structure

Vancouver Island University utilizes an [internal responsibility system](https://adm.viu.ca/sites/default/files/viu-hs-admin-oversight-plan.pdf) for health and safety in order to establish clear roles, responsibilities and accountabilities. At VIU e*veryone has a responsibility for safety.*

The Internal Responsibility System consists of the following participants:

1. VIU Senior Management Group:
* President and Vice-Chancellor
* Provost and Vice-President Academic
* Chief Financial Officer and Vice-President Administration
* University Secretary
* Associate Vice-President, University Relations
* Associate Vice-President, Human Resources
1. Supervisors, as defined under the BC *Workers’ Compensation Act: “*a person who has charge of a workplace or authority over a worker”. The term ‘supervisor’ at VIU has been expanded to include:
* Campus Administrators
* Directors
* Deans
* Associate Deans
* Department Chairs
* Operational/office managers and supervisors
* Unionized supervisors
* Faculty members who have charge of a workplace (a laboratory or classroom) or who have some degree of authority over individuals such as teaching assistants, students, administrative staff, or other University employees.
1. Workers or employees, as defined under the BC *Workers’ Compensation Act* (persons who perform work or supply services for monetary compensation).
2. Students, are not defined under the BC *Workers’ Compensation Act,* however it is recognized that they have a role in health and safety and are accountable for their actions and must abide by institutional policy and complete recommended training as part of their programs of study.

### Internal Responsibility System Responsibilities

**Health and Safety Services**

The VIU Senior Management Group provides a clear, decisive lead and has delegated the development, implementation and maintenance of the VIU health and safety program to the Department of Health and Safety Services (HSS). Under the oversight of VIU Senior Management, Health and Safety Services identify methodologies to identify, control, monitor and communicate health and safety risks and hazards to faculty, staff and students at VIU and provides assistance with the implementation within faculties and departments. The methodologies include, but are not limited to:

1. Worker general VIU health and safety orientation and training
2. Relevant hazard control programs (hazardous materials management, ergonomics, hazard identification, risk assessment and control)
3. Standard operating procedures for hazardous activities
4. Workplace inspection programs including, where applicable, equipment inspections within a preventative maintenance process
5. Accident/incident reporting and investigation
6. Record keeping of worker training, workplace and equipment inspections, and workplace accident and investigation reports

**Deans, Academic Chairs, Campus Administrators and Directors**

Academic Deans, Chairs, and Non-academic Directors ensure compliance with the *BC Workers’ Compensation Act* by:

1. Reviewing job hazards within their respective areas/department;
2. Ensuring that institutional and hazard-specific health and safety plans are in place in their respective departments; the plans will include worker safety orientation and training, accident investigations, safe work procedures, workplace inspection schedule, equipment maintenance/calibration, record keeping (i.e., worker training, workplace/equipment inspection, accident and investigation reports);
3. Fulfilling the responsibilities as a supervisor (e.g. investigating incidents and accidents, provide safety orientation, ensure completion of mandatory health and safety training, etc.);
4. Responding to health and safety concerns brought to their attention; and
5. Appointing competent supervisors that can act effectively on their behalf.

**Supervisors (including Academic Staff who have Supervisory Responsibilities of students)**

Supervisors are responsible for escalating workplace health and safety concerns to administrative heads, as appropriate (e.g. inadequate resources, implications for policy and operational procedures, potential liability, etc.).

Supervisors ensure that those activities over which they have control are conducted in a safe manner and in accordance with the University’s policies, programs and applicable legislation. This is achieved through:

1. Responding promptly to employee health and safety concerns;
2. Attending mandatory health and safety training;
3. Reviewing job task risk assessments to ensure that their employees (faculty and staff) receive appropriate orientation and training and that controls are in place to prevent exposure to disease and injuries;
4. Conducting and recording regular workplace inspections;
5. Implementing and maintaining emergency response and standard operating procedures/guidelines for all work activities;
6. Implementing and enforcing relevant safety rules and VIU health and safety programs
7. Advising staff of the existence of any potential and existing health and safety hazards; ensuring staff work in accordance with established instructions, procedures and guidelines, etc.; and
8. Investigating workplace accidents that occur, identifying root cause(s) and implementing remedial and preventative action.

**Faculty and Staff**

All faculty and staff of the University are “workers” under the *BC Workers’ Compensation Act*. Employees, in addition to the duties imposed by legislation or contract, are responsible for:

1. Complying with the rules and procedures of VIU’s Health and Safety Program by performing work in a safe and healthy manner;
2. Reporting promptly to the supervisor(s) any observed contravention of the BC OHS Act and Regulations, or rules and procedures under VIU’s Health and Safety Program;
3. Reporting promptly to the supervisor(s) any workplace hazard of which they are aware;
4. Reporting promptly to the supervisor(s) any workplace injury;
5. Refraining from any activity which may jeopardize the health and safety of the employee, other workers, or other persons on VIU campuses;
6. Learn about and wear/use personal protective equipment as required; and
7. Complete any mandatory health and safety training provided by VIU.

**Students**

 Are responsible for:

1. Complying with the all health and safety rules and procedures in the classroom, lab or shop and by performing their work in a safe and healthy manner;
2. Reporting promptly to the supervisor(s)/instructor any observed contravention of established rules and procedures
3. Reporting promptly to the supervisor(s)/instructor any classroom hazard of which they are aware;
4. Reporting promptly to the supervisor(s)/instructor any workplace injury;
5. Refraining from any activity which may jeopardize the health and safety of the other students, other workers, or other persons on VIU campuses;
6. Learn about and wear/use personal protective equipment as required; and
7. Complete any mandatory health and safety training required to safely complete their coursework.

## Process

Keeping the above responsibilities in mind, each Faculty/Department should **review the information outlined in each of the 8 steps below in order to effectively implement the Risk, Safety and Health Planning template for COVID-19**. Health and Safety Services will be available to assist as required.

**The forms in Steps 2-5 that require completion by each Faculty/Department can be found in Appendices C, D and E**. This planning document (with completed Appendices) **in conjunction with any new safe work procedures will constitute your plan submission**. Instructions for sign off by your Dean and instructions for submission to Health and Safety Services can be found after Step 8.

1. Review the [COVID-19 Exposure Control Plan](https://adm.viu.ca/sites/default/files/covid-19-exposure-control-plan-2020-05-26.pdf)
2. Complete the Risk Assessment template
3. Review and/ develop safe work procedures
4. Complete teaching space plan - checklist
5. Complete People Management checklist
6. Identify Facility access/cleaning plans required
7. Complete required training
8. Ensure oversight and Compliance

### **Step 1: Review the COVID-19 Exposure Control Plan**

An Exposure Control Plan (ECP) is required in a workplace where there is an identified risk of exposure to a hazard or biological agent (COVID-19) and it documents the specific and appropriate controls that will minimize or eliminate that risk. The ECP is general since it applies to all VIU operations, and it should be reviewed as a base of information to assist in the completion of the other steps in this plan.

Review the [Exposure Control Plan for COVID-19](https://adm.viu.ca/sites/default/files/covid-19-exposure-control-plan-2020-05-26.pdf) here.

**COVID-19 Transmission Prevention Guidelines**

Figure 1 outlines examples of general COVID-19 transmission prevention guidelines or hazard controls outlined in the ECP, which are based on current provincial and federal requirements. These guidelines should be used as controls during the risk assessment of critical tasks to mitigate the risk of exposure to COVID-19. Any controls that are chosen to mitigate identified risk should follow the hierarchy of controls presented in the COVID-19 Exposure Control Plan beginning at the most effective strategies.



Figure 1: Hierarchy of Control for COVID-19

The following general transmission prevention guidelines will be used throughout this plan. They are measures that have been recommended by provincial and federal health authorities, as well as by WorkSafeBC. Many of these guidelines are built into the checklists found throughout this plan and will be implemented as part of those processes. They are listed here in order to provide another layer of guidance when completing the risk assessment for critical tasks simply as a point of reference.

|  |
| --- |
| **FACE-TO-FACE LEARNING: GENERAL COVID-19 TRANSMISSION PREVENTION GUIDELINES** |
| **SAFE SOCIAL INTERACTIONS****PERSONAL HYGIENE** | Ensure that classrooms/shops/labs are set up to allow 2-meter physical distancing between all occupants. |
| Determine and implement room capacities in order to maintain 2-metre physical distancing. |
| Cordon off demonstration/instruction areas to allow for students and staff to maintain 2-metre physical distancing. *With tape, chalk, etc.* |
| Set up physical distancing (with tape, etc.) for the use of any shared tools/equipment for the class. |
| Set up physical barriers when distancing is not an option |
| Post infection control practices and physical distancing posters*. Posters available on the* [*Health and Safety Website*](https://adm.viu.ca/health-and-safety/covid-19/resources) |
| Identify the nearest hand washing location to students and ensure it is stocked with soap and paper towel. |
| Frequently remind students to avoid face touching during class and to wash hands before and after class (and during when possible). |
| Advise students to stay home if sick and ensure that accommodation measures are developed for students in isolation/quarantine. |
| Promote no eating during classes/in classrooms. |
| Ensure all staff have completed the online COVID-19 Exposure Control Plan Training in [D2L](https://learn.viu.ca/d2l/loginh/). |
| Consider using a non-medical mask or face covering if physical distancing is not possible (i.e. the task is unsafe to do 2m apart). |
| **ENVIRONMENTAL HYGIENE**  | Do not provide students with physical handout papers/forms or any pens, pencils, and other common writing/learning tools. |
| Remove any unnecessary common touch points, objects, or self-serve items (i.e. hearing protection, gloves). |
| For any class-provided tools/equipment – if possible, ensure each student has their own dedicated items. |
| Identify all tools/equipment that must be shared by all students. |
| Develop and post transmission prevention and/or sanitization procedures for all shared items and common classroom touch points. |
| Ensure that cleaning supplies are provided and that students are instructed on how to correctly clean/sanitize. |
| **PERSONAL PROTECTIVE EQUIPEMENT (PPE)**  | Instruct employees and students on how to safely use and remove any required PPE for the class.*Note: PPE (gloves, respirators, face shields, etc.) should only be recommended/required for pandemic exposure control if absolutely necessary (i.e. work with COVID-19 patients). Due to global healthcare burdens there are shortages in common prevention PPE, and most resources are being directed to healthcare individuals. Please contact safety@viu.ca for further guidance regarding PPE.* |

### **Step 2: Complete the Risk Assessment**

The purpose of the hazard identification and risk assessment template is to pre-identify critical tasks/work activities occurring in a work area and to assess and mitigate risks relating to those tasks in order to protect workers and students from COVID-19. Identifying tasks will also assist in determining what safe work procedures need to be amended or developed. *One risk assessment can be done for each Faculty/Area as long as all critical tasks are listed and the work area is generally the same*. An example would be, doing a risk assessment for Carpentry. Critical tasks would include, tasks done by instructors such as teaching, supervising and observing student work, demonstrations, checking work or providing one on one support. Since the assessment would include one general area (e.g. carpentry shop), other employee tasks should also be included if applicable, e.g. tool crib attendants etc. office work etc.

**Risk Identification Assessment and Control Template**

***Directions:***

1. *List and assess critical tasks/situations encountered in the work setting in column 1.*
	1. *Critical Tasks/ work are those tasks that must be completed – E.g. Students enter lab, deliver lab demonstration*
2. *List the possible situations for each task that could be associated with being exposed to COVID-19: Think about how COVID 19 is spread (through the droplets from infected people, often from coughs or sneezes).*
3. *Refer to the* [*VIU HIRAC*](https://adm.viu.ca/health-and-safety/hazard-identification-risk-assessment-and-control) *program for further instructions.*

*Assess the risk of exposure to COVID-19 (low consequence, medium consequence, or high) in column 2.*

* 1. *E.g. Low – deliver a lab demonstration with physical distancing intact*
	2. *E.g. Medium – breaching the 2m physical distance to conduct work with other controls in place (e.g. PPE), where physical distancing would increase the hazard of the work.*
	3. *E.g. High – working with high risk individuals (COVID-19 positive patient) in a health care setting*
1. *Select the appropriate control strategy(ies) for the task/situation in column 3.*
	1. *E.g. Use the hierarchy of controls figure and the transmission guidelines above for mitigation ideas or see examples below:*
		1. *Eliminate or substitute:  Postpone in-class or onsite instruction, offer online option*
		2. *Engineer:  install Plexiglas barrier or other appropriate for learning space*
		3. *Administrative:  Minimize class sizes, arrange class to promote physical distancing, stagger teaching times, enhance cleaning protocols, etc.*
		4. *Personal Protective Equipment:  Only considered after careful considering previous control measures.*
2. *Describe the mitigation strategy chosen.*
	1. *E.g. Physical distancing - cordon off the demonstration area*
	2. *E.g. Administrative - sanitizing tools/equipment*
3. *If administrative or PPE controls are selected, create a safe work procedure.*
	1. *E.g. Develop a safe work procedure for sanitizing tools/equipment*

**Example**

The first two rows contain examples to assist you with the completion of the risk assessment. If further assistance is required, please contact Health and Safety Services at safety@viu.ca. See [APPENDIX B](#_APPENDIX_B_–) for a completed Risk Assessment. See [APPENDIX C](#_Appendix_C:_Risk) for the Risk Identification, Assessment and Control template.

Table 1: Risk Assessment Template

|  |
| --- |
| **Risk Identification, Assessment and Control** |
| **Dept./Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Job/Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **1. Identify Critical tasks** | **2. Risk Assessment** | **3. Hazard Control Mitigation (see table above for ideas)** | **4. Describe Control to be implemented** | **5. Safe work procedure required** |
| Critical Task(s)/Work  | Risk(s) exposure | Risk Rating (L, M, H) | Type(s) of Controls (Hierarchy)Select one or more options | Description of Control(s)  | Identify new procedure(s) for Administrative or PPE Otherwise mark n/a |
| ***E.g. Delivering a lab demonstration*** | ***E.g. Exposure to COVID-19*** | ***E.g. L*** | [x]  **Elimination/Physical Distancing**[ ]  **Engineering**[ ]  **Administrative**[ ]  **PPE** | ***E.g. Cordon off instructing area*** | ***E.g. n/a*** |
| ***E.g. Use of shared tools/equipment to undertake class work*** | ***E.g. Exposure to COVID-19*** | ***E.g. L*** | [x]  **Elimination/Physical Distancing**[ ]  **Engineering**[x]  **Administrative**[ ]  **PPE** | ***E.g. hand washing and sanitizing tools***  | ***E.g. develop safe work procedure for sanitizing tools*** |
| ***E.g. Dental clinic student practice*** | ***E.g. Exposure to COVID-19*** | ***E.g. H*** | [x]  **Elimination/Physical Distancing**[ ]  **Engineering**[ ]  **Administrative**[x]  **PPE** | ***E.g. use of PPE (N95, disposable gloves)*** | ***E.g. develop safe work procedure for PPE*** |

### **Step 3: Safe Work Procedures**

Safe Work Procedures (SWPs) must be developed to establish a *consistent level of safety* and performance for everyone doing the same or similar critical task or activity identified in the Risk Assessment. Some safe work procedures will be general enough to share across Faculties/Departments. A SWP includes:

1. A step-by-step description of the requirements to do a task and to do it safely.
2. The materials and equipment being used in the task/activity.
3. All hazards identified that may be encountered while performing the task or activity, including possible exposure to COVID-19.
4. How to control exposure to COVID-19 when also conducting the specific task or activity in a safe manner.

SWPs also serve as a training tool for new workers and/or students or as a reference guide for seasoned employees/students. SWPs will incorporate the protective measures identified in the COVID-19 Exposure Control Plan and the transmission guidelines. Depending on the task or activity, one or more protective measure may be needed. Looking at protective measures outside of VIU (in industry) may also provide some creative ideas on what can be implemented at VIU.

Health and Safety Services encourages the use of the VIU Safe Work Procedure Template (found at this [link](https://adm.viu.ca/health-and-safety/hazard-identification-risk-assessment-and-control)). The following general procedures should be considered in the creation of the Safe Work Procedures that are developed by each Faculty/Department:

1. [Exposure Control Plan for COVID-19](https://adm.viu.ca/sites/default/files/covid-19_exposure_control_plan_0.pdf)
2. [Donning/Doffing and Cleaning Personal Protective Equipment (PPE)](https://adm.viu.ca/sites/default/files/covid-19_general_procedures_ppe.pdf)
3. [Disinfectants that meet Health Canada's requirements for COVID-19](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#wb-auto-5)
4. [The use of non-medical face masks](https://adm.viu.ca/sites/default/files/viu_ppe_for_employees_covid-19_v2.pdf)
5. [General Entry/Exit to teaching spaces](https://adm.viu.ca/sites/default/files/viu_procedure_for_safe_entry_and_exit_from_learning_spaces_during_covid-19.pdf)

See [Appendix B](#_APPENDIX_B_–) for an example of a completed Safe Work Procedure.

### **Step 4: Complete Teaching Space Plan Checklist**

The following VIU COVID-19 Standard Site Plan Checklist should be completed for spaces being used for face to face activities. The intent of this plan is to ensure that minimum levels of mitigation strategies are being utilized to maintain safe spaces for employees and students. (Additional Checklists can be found in [APPENDIX D](#_Appendix_D:_VIU))

|  |
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| **VIU COVID-19 TEACHING SPACE PLAN CHECKLIST*****Use Directions:**** *Use this checklist as a quick tool to assess pandemic control measures in your instruction/workspace.*
* *Describe the details for each control measure indicated as ‘yes’.*
* *It is possible that a Faculty/Department has multiple site plans as part of this framework.*
* *Review completed questionnaires often to ensure they are still effective and in use.*
 |
| **Person(s) completing the plan:** |  | **Class Type** | [ ]  Classroom [ ]  Lecture Hall [ ]  Laboratory [ ]  Shop Floor [ ]  Studio [ ]  Clinic |
| **Date:** |  | **Room #s:** |   |
| **#** | **Control Measure** | **Yes** | **N/A** | **Details/Applicable Task from Risk Assessment (Table 1)** |
| 1. | Entry/Exit Process is in place? | [ ]  | [ ]  | *E.g. implemented safe work procedure - one door, hand sanitizing, pre-screening questions* |
| 2. | Areas identified within the classroom to be cordoned off from access?  | [ ]  | [ ]  | *E.g. lecture or demonstration areas, faculty offices, prep areas* |
| 3. | Infection control and physical distancing posters posted in classroom and throughout the common areas?*Posters available on VIU Health and Safety Website.* | [ ]  | [ ]  |  |
| 4. | The maximum number of persons allowed in a space has been determined? This must be posted in each teaching space. Standard signage should be posted in each teaching space but can be [found here.](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23first%3D10%26sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) | [ ]  | [ ]  | *Calculate based 2m social distancing requirement –* *Considerations for equipment providing sufficient distance requirements to be included. E.g lab bench, car hoists, etc.* |
| 5. | Directional arrows to support flow of people throughout the teaching space are in place? | [ ]  | [ ]  | *E.g. use tape, etc. or contact Facilities with your needs*(Leave until confirmed Facilities process confirmed) |
| 6. | Facilities has been notified of access needs before shops/labs begin? | [ ]  | [ ]  | Access is required at these times:Access is required on these days:(Leave until confirmed Facilities process confirmed) |
| 7. | Facilities has been notified of additional cleaning needs for building based on ECP? |  |  | # Washrooms:Other high traffic areas outside the classroom:(Leave until approved Facilities process confirmed) |

### **Step 5: People Management Checklist**

Please review the following checklist and ensure your Faculty/Department has planned for the following issues. The intent of this plan is to ensure that procedures are being developed and reviewed with employees/students to maintain safe spaces for employees and students. Some of these items may be captured in the risk assessment process, so this is intended to capture anything that has been missed. (Additional Checklists can be found in [APPENDIX E](#_Appendix_E:_People))

|  |
| --- |
| **PEOPLE MANGEMENT CHECKLIST*****Directions:**** *Use this checklist to ensure you have considered the following factors in your space.*
* *State the details for each control measure indicated as ‘yes’.*
* *Keep completed questionnaires as part of this framework*
 |
| **Person completing this plan:** |  | **Class Type** | [ ]  Classroom [ ]  Office [ ]  Laboratory [ ]  Shop  |
| **Date:** |  | **Room #s:** |  |
| **#** | **Control Measure** | **Yes** | **NA** | **Details/Applicable supporting comments** |
|  | **Illness /Pre-screening**  |  |  |  |
| 1. | 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?  | [ ]  | [ ]  | *E.g. course outline, orientation* |
| 2. | 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?  | [ ]  | [ ]  | *E.g. contingency plans,*  |
| 3. | Employees have been informed about the [COVID-19 VIU Leave Protocol](https://adm.viu.ca/health-and-safety/covid-19/covid-19-viu-employee-leave-protocol)? | [ ]  | [ ]  | *E.g. email communication* |
| 4. | A daily process to pre-screen students/employees has been developed – self-reporting is mandatory. | [ ]  | [ ]  | *E.g. general wellness questions prior to entering class, general entry/exit safe work procedure*  |
| 5. | If employees and/or students are absent due to illness, COVID-19 self-assessment via the online COVID-19 tool is advised. | [ ]  | [ ]  | [*https://bc.thrive.health/covid19/en*](https://bc.thrive.health/covid19/en) |
|  | **Safe Spaces control measures** |  |  |  |
| 6. | Student and Employees have been provided instruction on where to spend their break time?  | [ ]  | [ ]  | *E.g. leave the building, inside personal vehicles etc.*  |
| 7. | Room set up to allow for 2 meters physical distancing between students? | [ ]  | [ ]  |  |
| 8. | Demonstration and work areas set-up to allow for 2 meters physical distancing? | [ ]  | [ ]  | *E.g. using barriers, floor decals, tape* |
| 9. | Nearest hand washing sink located, is stocked, and has been identified to students?  | [ ]  | [ ]  | Sink Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 10. | Handouts, papers, pens, etc. are not physically provided to students? (Use e-versions, students provide their own, etc.) | [ ]  | [ ]  |  |
| 11. | When possible, students have dedicated tools/equipment? *E.g. items are not shared between students during class.*  | [ ]  | [ ]  | *E.g. assign or sign out tools/equipment*  |
| 12. | Common touch points and tools/equipment that must be shared are identified? | [ ]  | [ ]  | *E.g. safe work procedure* |
| 13. | Cleaning/sanitizing materials are provided with instruction? | [ ]  | [ ]  | *E.g. orientation and safe work procedures* |
| 14. | Students are given instruction for the safe and correct use of any provided personal protective equipment?  | [ ]  | [ ]  | *E.g. orientation and safe work procedures* |
| 15. | Students are reminded to avoid face touching during class and to wash hands immediate before and after? | [ ]  | [ ]  | *E.g. orientation , posters, pre-screening* |
|  | **Supervision** |  |  |  |
| 16. | A process has been developed to deal with students not following the established control measures? | [ ]  | [ ]  | *E.g. student code of conduct, in class procedures (oral warning, written warning, suspension)* |
| 17. | A process has been developed to deal with employees not following the control measures? | [ ]  | [ ]  | *E.g. manager, dean reporting, incident reporting* |

### **Step 6: Facility Access/cleaning plan**

The re-opening of any VIU building/facility for the purposes of face to face learning requires approval. This is applicable to every VIU campus.

Prior to re-opening any facility for the purposes of face to face learning, *Facility Access and Cleaning* requirements must be fulfilled. Facilities Services must be informed of the intention to provide face to face learning well in advance of the proposed start dates to determine if the level of service required for each facility is possible:

1. Schedule of teaching activities (Start date, End Date, days of the week, times)
2. Location (R#/B#)
3. # of people in space
4. Course name
5. Course activity (chemistry lab, nursing skills lab)

This information needs to be submitted to: facility@viu.ca as soon as it is known to ensure that appropriate planning can occur.

|  |
| --- |
|[ ]  An email has been sent to facility@viu.ca providing the 6 items above. |

### **Step 7: Required Training**

Workers and students returning to face to face activities need to be trained in the new processes and procedures that have been developed to support their safe return. They should be familiar with the contents of this document and should complete the following training:

**Employee training requirements:**

1. Orientation to the VIU Exposure Control Plan for COVID-19
2. Department Orientation to new or updated safe work procedures
	1. E.g. Sanitizing equipment
	2. E.g. General VIU Teaching-space entry/exit procedure
3. PPE – donning and doffing, use care and maintenance
	1. *Note: PPE (gloves, respirators, etc.) should only be recommended/required for pandemic exposure control if absolutely necessary (i.e. work with). Due to global healthcare burdens there are shortages in common prevention PPE, and most resources are being directed to healthcare individuals. Please contact* *safety@viu.ca* *for further guidance regarding PPE.*
4. Ensure that existing WHMIS course has been completed to support new chemicals being used. Train on safe use of specific chemicals selected by each department

**Students training requirements:**

Teaching staff should build in time to orient and train students and should include the following training at a minimum:

1. Orientation to the VIU Exposure Control Plan for COVID-19
2. Orientation to new or updated safe work procedures
	1. E.g. Sanitizing equipment
	2. E.g. General VIU Teaching-space entry/exit procedure
3. PPE – donning and doffing, use care and maintenance
	1. *Note: PPE (gloves, respirators, etc.) should only be recommended/required for pandemic exposure control if absolutely necessary (i.e. work with). Due to global healthcare burdens there are shortages in common prevention PPE, and most resources are being directed to healthcare individuals. Please contact* *safety@viu.ca* *for further guidance regarding PPE.*
4. Ensure that existing WHMIS course has been completed to support new chemicals being used. Train on safe use of specific chemicals selected by each department
5. Orientation on Step 4: site plan and Step 5: people management

**Record keeping:**

Records should be maintained in each department for both workers orientation and training. These records should be made available upon request.

### **Step 8: Oversight and Compliance**

All employees and students have a responsibility to follow the established safe work practices/procedures implemented during COVID-19. Anyone identified with a supervisory role also has the added responsibility of ensuring compliances with the established practices within their Faculty/department, which includes regular and period inspections in the workplace.

[Appendix A](#_Appendix_A:_Daily) includes a daily COVID-19 prevention checklist that can be completed daily by Professors/Instructors as part of their daily due diligence. These daily checklists should be maintained within each Faculty/department. These records should be made available upon request.

### **Plan Completion**

1. The Dean will submit this document with **Appendices C, D and E completed in conjunction with any safe work procedures** to Health and Safety
2. Health and Safety will review the submission to ensure there is adequate planning in place to meet compliance standards and will provide feedback if required
3. The plan will be returned to the Dean/Director for final sign off
4. Once signed, the Dean will provide the approved plan to H&S to be posted on the VIU website
5. This plan will also be provided to the University Joint Occupational Health and Safety Committee as an information item

|  |  |  |
| --- | --- | --- |
| 1. *Please sign upon completion*
2. *Please submit copies to* *safety@viu.ca**, for review*
 | **Dean/Director:** |  |
| **Date:** |  |
|  **HSS Review:** |  |
| **Date:** |  |
| 1. *The plan will be returned to the Dean/Director for final approval*
2. *Health and Safety will retain a copy of this plan*
3. *A copy of this plan will also be provided to the University Joint Occupational Health and Safety Committee as an information item*
 | **Dean/Director:** |  |
| **Date:** |  |

**NOTE: The requirements of this plan are based on current provincial and federal requirements as well as WorkSafeBC guidelines. It should be expected that the requirements of this plan could change in the future. Any changes in requirements will be communicated as soon as practicable with the expectation that every endeavour will be made to conform to the changes as soon as practicable.**

## Appendix A: Daily In-Class COVID-19 Prevention Check

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| --- |
| **Daily COVID-19 Prevention Checklist** ***Directions:**** *Use this checklist to ensure that what is implemented is working well in your work area (class/shop/lab)*
* *Contact Facilities* ***immediately*** *for any daily Facility Needs based on the checklist findings for the day*
 |
| Date: Click here to enter a date. |
| Building#: Click here to enter text. |
| Room#: Click here to enter text. |
|  | **#** |  | **Yes** | **No** |
| **SAFE SOCIAL INTERACTIONS** | 1. | Walk-through class to ensure all physical distancing methods are still in place (signage, directional arrows, decals, etc.)  | [ ]  | [ ]  |
| 2. | Social Distancing is being respected by all persons | [ ]  | [ ]  |
| **PERSONAL HYGIENE** | 3. | Hand Washing facilities and supplies are maintained (including hand sanitizer stations) | [ ]  | [ ]  |
| 4. | COVID-19 Pre-screen complete  | [ ]  | [ ]  |
| 5. | Remind all persons about personal hygiene expectations (hand washing, cough/sneeze etiquette, etc.)  |  |  |
| **ENVIRONMENTAL HYGIENE** | 6. | Remind student about responsibilities to clean shared equipment/tools between each use  | [ ]  | [ ]  |
| 7. | COVID-19 Signage still posted | [ ]  | [ ]  |
| **PERSONAL PROTECTIVE EQUIPEMENT (PPE)** | 8. | Personal Protective Equipment(if required) is being worn by employees and students  | [ ]  | [ ]  |
| **EMERGENCIES** | 9. | Remind students to follow standard emergency procedures for all [emergencies](http://www.viu.ca/emergency) including evacuations. Safety risks trump the risk from COVID-19. | [ ]  | [ ]  |

## Appendix B: Example Completed Risk Assessment and Safe Work Procedure

Tool Crib Attendant Tasks: COVID-19 Risk Assessment

|  |
| --- |
| **Risk Identification and Assessment and Control** |
| **Dept./Faculty:****Multiple/Trades and Applied Technology** | **Job/Work: Tool Crib Attendant** | **Date: 5/7/2020** |
| **1. Identify Critical tasks** | **2. Risk Assessment** | **3. Hazard Control Mitigation (see table above for ideas)** | **4. Describe Control to be implemented** | **5. Safe work procedure required** |
| Critical Task(s)/Work  | Risk(s) exposure | Risk Rating (L, M, H) | Type(s) of Controls (Hierarchy)Select one or more options | Description of Control(s)  | Identify new procedure(s) if Administrative or PPE are, chosen otherwise mark n/a |
| **DISINFECTANT USE** **(to sanitize shared equipment)** | ***Exposure to chemical*** | ***L*** | [ ]  **Physical Distancing**[ ]  **Elimination**[x]  **Administrative**[x]  **PPE** | 1. COVID-19 Disinfectant safe use procedure and Training2. PPE Procedure and Training | 1. ***WHMIS 2015 training (general through D2L)***
2. ***Create Safe Work Procedure for disinfectant***
3. ***Department provides product-specific training (how to use PPE required, how to use chemical product, how to safely dispose of cleaning materials, etc.)***
 |
| **WORKING WITH INSTRUCTORS AND STUDENTS: CLOSED TOOL CRIB COUNTER** | ***Exposure to COVID-19*** | ***L*** | [x]  **Elimination/Physical Distancing**[ ]  **Engineering**[x]  **Administrative**[x]  **PPE** | 1. Procedure to on how to prepare, distribute and receive tools before and during classes when tool crib ***is not accessible*** by instructors and students | ***1. Develop safe work procedure for tool prep, distribution and receipt of tools.*** |
| **WORKING WITH INSTRUCTORS AND STUDENTS: OPEN TOOL CRIB COUNTER** |  |  | [x]  **Elimination/Physical Distancing**[x]  **Engineering**[x]  **Administrative**[x]  **PPE** | 1. Add physical barrier at tool crib desk2. Procedure required how to prepare, distribute and receive tools before and during classes when tool crib ***is accessible*** by instructors and students | ***1. N/A (task)******2. Develop safe work procedure for tool prep, distribution and receipt of tools.*** |
| **WORKING WITH INSTRUCTORS** |  |  | [x]  **Elimination/Physical Distancing**[ ]  **Engineering**[ ]  **Administrative**[ ]  **PPE** | 1. Ensure 2m physical distancing is maintained at all times. | ***1. N/A (task)*** |

Tool Crib Attendant: COVID-19 Safe Work Procedure

| RETURNING TO FACE TO FACE TEACHING AND WORK­ | **Location:** Click here to enter text. |
| --- | --- |
| **Procedure Developed by (First name, Last name):**Click here to enter text. | **Approved by** **(Department Senior** **Administrator):**Click here to enter text. | **Date:** Click here to enter a date. |
| Referenced VIU polices, programs, Provincial and Federal legislation, codes of practice, etc.: | [VIU COVID-19 Exposure Control Plan](https://adm.viu.ca/sites/default/files/covid-19_exposure_control_plan_2020_05_04.pdf)[WorkSafeBC](https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/covid-19-faqs) COVID-19 [BC CDC COVID-19 Information](file:///C%3A%5CUsers%5Csharpek%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CBA1SBPDG%5CCOVID-19%20Common%20Control%20Meashttp%3A%5Cwww.bccdc.ca%5Chealth-info%5Cdiseases-conditions%5Ccovid-19ures%20Checklist.docx)[BC Provincial Health Officer Guidance](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus) |
| **Required Personal Protective Equipment for COVID-19 Transmission Prevention (check all that apply)****Add additional PPE requirements for the job tasks (e.g. hearing protection, etc.)** |
| **hand protection** | **dust mask** | **respirator** | **half face mask respirator** | **breathing app** | **eye** | **safety goggles** | **face shield** | **foot protection** | **hair protection** | **head protection** | **hearing prot** | **safety apron** | **protective clothing** | **safety vests** | **harness** |
|[x] [ ] [ ] [ ] [ ] [x] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| **GENERAL INFORMATION**As of March 11, 2020, the World Health Organization has declared the ongoing COVID-19 outbreak a pandemic. In response, VIU has worked to move teaching and instruction activities to be done remotely, to reduce the number of staff and students on campus and help prevent transmission of the virus within our community. However, several programs at VIU require in person attendance of staff and student. The purpose of this procedure is to provide guidance to VIU Tool Crib Attendants on how to maintain tool crib operations while reducing exposure risk. This procedure focuses on measures to prevent transmission via direct (coughing/sneezing) or indirect (touching contaminated surfaces then touching your face) means. The procedures listed are methods to maintain physical distancing, reducing touch points between individuals, and disinfecting non-disposable tools and hard surfaces.  |
| **RESPONSIBILITIES** Employer (VIU)* Supports the implementation of the Exposure Control Plan by Managers/Supervisors into the work of every employee under their charge.
* Ensure that the tools, equipment (disinfectants, personal protective equipment, etc.) and resources, including training, are available to support the implementation of this exposure control plan in all teaching, research and work areas at the university.

Supervisor (Dean, Associate Dean, Chairs for in-scope work)In addition to the Supervisor responsibilities listed in the VIU COVID-19 Exposure Control Plan, the supervisor is responsible for the following as it relates to this Safe Work Procedure:* To jointly identify the risks and hazards associated with COVID-19 transmission with the employee(s) as it relates to the specific tasks of the Tool Crib Attendant position.
* The supervisor is responsible for developing and reviewing regularly (at a minimum, annually) all safe work procedures and practices for the identified risks and hazards with their employees.
* The supervisor is responsible for investigating all unsafe work conditions, safety concerns, and work refusals with their employees to ensure that a remedy is found.
* Provide approved disinfecting products to your staff as required.
* Use a product on the Health Canada Hard Surface Disinfectant List for COVID-19 specifically.

Employee (Tool Crib Attendant, Instructors)* Follow the safety and exposure control provisions outlined by this procedure.
* Do not perform job if they cannot be performed as outlined by this procedure.
* Report unsafe conditions, safety concerns, or work refusals to your supervisor. VIU Health and Safety Services (safety@viu.ca) act as a resource for workplace health and safety concerns and investigations.

VIU Health and Safety Services (safety@viu.ca)* Acts as a resource for workplace health and safety concerns and investigations.
 |
| **POTENTIAL HAZARDS**1. *Exposure to COVID-19*
2. *Exposure to Chemicals*
3. *List any other hazards that may be present (equipment hazards, chemical, physical, etc.) identified in the completed Risk Assessment associated with the task/activity*.
 |
| **MANDATORY TRAINING PRIOR TO RETURNING FACE TO FACE***VIU Exposure Control Plan (TBD – Online on D2L)**WHMIS – To understand chemical safety**Hand Sanitizer and surface cleaners – Specific to what you are using including Safe Use**Donning/Doffing/Cleaning of Personal Protective Equipment* |
| PRE-OPERATIOAL SAFETY CHECKS1. *Ensure work area is dry and free from any slip/trip hazards.*
2. *Ensure supplies and equipment are available*
3. *Cordon off work/seating/shop areas that are not in use to prevent unnecessary access*
4. *List Others as identified by the specific needs of the task/activity*
 |
| **SAFE WORK PROCEDURES:** Below are some general procedures that tool crib attends may use to help reduce exposure risk. Not all procedures will apply to each tool crib, please use the procedure best suited for your work activities. LIST ALL STEPS ASSOCIATED WITH THE TASK/ACTIVITY HEREADD IN HOW EXPOSURE TO *ALL* HAZARDS ARE BEING MITIGATED IN EACH STEPCONTROL METHODS INCLUDE:ELIMINATIONSUBSTITUTIONENGINEERINGADMINISTRATIVE (HAND WASHING, SOCIAL DISTANCING, TRAINING)PPEBelow are the minimum supplies required to follow this procedure: * Disinfecting Product\*(wipe/spray)
* Garbage Bin with Garbage Bag
* Hand washing facility\*\*
* Hand Sanitizer\*\*
* Personal Protective Equipment Listed above as identified in risk assessment

\* Supplied disinfecting products must be on a [Health Canada Hard Surface Disinfectant List](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html). Please contact safety@viu.ca for any questions relating to disinfecting products. \*\* Hand washing with soap and water should be the primary method of hand disinfection. If soap and water are not easily available, hand sanitizer can also be used on unsoiled hands.  |
| **Task** | **Activity (description of tasks)** |
| **DISINFECTANT USE**  | Your department is responsible for providing the disinfecting products for use inside the classroom/shop/lab. Please notify H&SS (safety@viu.ca) if the product is not on the [Health Canada Hard Surface Disinfectant List](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html), and provide the name of the product and a copy of the Safety Data Sheet (SDS). **Required PPE (for safe use of the product):** * Protective Gloves (Nitrile Rubber; PVC; butyl, otherwise chemically resistant)
* CSA Safety Glasses

1. Pre-clean items/surfaces to remove any visible soiling. 2. Apply the product and let sit for 10 minutes. 3. After 10-minutes, wipe down surfaces with paper towel to remove any remaining product on the surfaces. 4. Dispose of paper towels, disposable PPE, and any other waste generated into a garbage bag. 5. Wash or sanitize hands after disinfecting items or surfaces. Washing items and surfaces thoroughly with soap and water is also effective, when possible.  |
| **WORKING WITH STUDENTS – CLOSED TOOL CRIB COUNTER**  | Giving Items to Students 1. Instructors must provide to the tool crib attendant in advance of the class: a. Number of students in the class. b. A list of tools each student needs to use. c. A list of any PPE that the tool crib must provide to students (i.e. hearing protection). 2. Prior to the class, the tool crib attendant will prepare the following for students and place as a package in the tool collection area: a. Tools, equipment, and PPE identified as required for the class. b. Checklist with each package indicating all items that must be returned at the end of class. 3. After handling materials, wash hands. 4. Tool crib attendant to stay out of shop areas while classes are ongoing.  |
|  | Requests During Classes 1. The instructor must ask the tool crib attendant for any additional items needed during class. 2. The instructor must ensure students are not near the tool collection area for the request. 3. The tool crib attendant will prepare the items and a checklist of what must be returned, and place it in the tool collection area. 4. The tool crib attendant will advise the instruction when they are finished, and the instructor may direct student to collect the items. 5. Wash hands after completing this process and entering the shop area.  |
|  | Item Retuned by Students 1. At the end of the class, the students will return their tool packages and checklist to the tool collection area. 2. Once the class has ended the tool crib attendant will collect the tools. 3. Disinfect all tools using provided supplies prior to putting them away. 4. Discard tool checklists. 5. Disinfect all work surfaces used when disinfect and returning tools. 6. Wash hands once all tools and equipment have been returned.  |
| **WORKING WITH STUDENTS – OPEN TOOL CRIB COUNTER**  | Note: Installing a Plexiglas barrier at tool crib counters will remove the need for the attendant to stand two meters from the counter during interactions. Please discuss with your department and VIU Facilities regarding installing any such barriers.  |
|  | Setting Tool Crib Counter Up 1. Remove any non-essential or frequently touched items from counter space. 2. Tape locations on the floor approaching the counter to maintain 2 meters physical distance. 3. Remove any shared or self-serve items from the tool crib and shop area. 4. Post hazard prevention signage provided by VIU H&SS from website 5. Disinfect tools prior to giving to students |
|  | Handing Items to Students 1. Ensure students approaching the counter stand on the marked locations on the floor. 2. Fill any required paperwork for the request for the student – do not hand students papers or pens to be returned. 3. Place requested items on the counter. 4. Stand back 2 meters from the counter while the student takes the items.  |
|  | Students Returning Items 1. Students disinfect tools with provided supplies before returning to the tool crib attendant.2. Stand 2 meters away from the counter while the student places returned items on the counter. 3. Complete any required paperwork for the student. 4. Clean or disinfect items on the counter prior to returning them within the tool crib. 5. Avoid touching your face while handling items returned by students. 6. When finished accepting, cleaning, and putting items away, clean/disinfect the tool crib counter. 7. Wash hands with soap and water after handling returned items.  |
| WORKING WITH INSTRUCTORS | Note: The use of a Plexiglas barrier at tool crib counters will remove the need for the attendant to stand two meters from the counter during interactions. Please discuss with your department and VIU Facilities regarding installing any such barriers. It was identified that some tool cribs are operation for staff in buildings closed for students. Below are some general procedures for assisting staff members needing the tool crib:  |
|  | 1. Ensure that the staff member stays 2 meters back from the tool crib counter when taking their request. 2. Fill in all required paperwork for the instructor - do not hand them items such as papers or pens. 3. Place the requested tools on the counter, then stand 2 meters back for staff member to retrieve. 4. Maintain the physical distancing during return of items. 5. When items are returned, stand 2 meters back while the instructor places the items on the counter. 6. Once items are returned, disinfect the items and surfaces used following the disinfectant use procedure, or procedures that have otherwise been provided by VIU Facilities. 7. Wash hands after handling and/or disinfecting items.  |
| If an emergency situation occurs while conducting this task or there is an equipment malfunction, shut the equipment off immediately and unplug it.REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY AND DOCUMENT THE INCIDENT USING THE [VIU INCIDENT REPORT AND INVESTIGATION FORM](https://adm.viu.ca/health-and-safety/reporting-injuries/incidents) |

## Appendix C: Risk Identification Assessment and Control Template

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| **Risk Identification, Assessment and Control** |
| **Dept./Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Job/Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **1. Identify Critical tasks** | **2. Risk Assessment** | **3. Hazard Control Mitigation (see table above for ideas)** | **4. Describe Control to be implemented** | **5. Safe work procedure**  |
| Critical Task(s)/Work  | Risk(s) exposure | Risk Rating (L, M, H) | Type(s) of Controls (Hierarchy)Select one or more options | Description of Control(s)  | Identify new procedure(s) for Administrative or PPE Controls to be implemented |
|  |  |  | [ ]  **Elimination/Physical Distancing**[ ]  **Engineering**[ ]  **Administrative**[ ]  **PPE** |  |  |
|  |  |  | [ ]  **Elimination/Physical Distancing**[ ]  **Engineering**[ ]  **Administrative**[ ]  **PPE** |  |  |
|  |  |  | [ ]  **Elimination/Physical Distancing**[ ]  **Engineering**[ ]  **Administrative**[ ]  **PPE** |  |  |

## Appendix D: VIU COVID-19 Teaching Space Checklist

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| **VIU COVID-19 TEACHING SPACE PLAN CHECKLIST*****Use Directions:**** *Use this checklist as a quick tool to assess pandemic control measures in your instruction/workspace.*
* *Describe the details for each control measure indicated as ‘yes’.*
* *It is possible that a Faculty/Department has multiple site plans as part of this framework.*
* *Review completed questionnaires often to ensure they are still effective and in use.*
 |
| **Person(s) completing the plan:** |  | **Class Type** | [ ]  Classroom [ ]  Lecture Hall [ ]  Laboratory [ ]  Shop Floor [ ]  Studio [ ]  Clinic |
| **Date:** |  | **Room #s:** |   |
| **#** | **Control Measure** | **Yes** | **N/A** | **Details/Applicable Task #**  |
| 1. | Entry/Exit Process is in place | [ ]  | [ ]  | *E.g. implemented safe work procedure - one door, hand sanitizing, pre-screening questions* |
| 2. | Identify areas within the classroom to be cordoned off from access  | [ ]  | [ ]  | *E.g. lecture or demonstration areas, faculty offices, prep areas* |
| 3. | Infection control and physical distancing posters posted in classroom and throughout the common areas?*Posters available on* [*VIU Health and Safety Website.*](https://adm.viu.ca/sites/default/files/social-distancing-infograph-eng_0.pdf) | [ ]  | [ ]  |  |
| 4. | The maximum number of persons allowed in a space has been determined  | [ ]  | [ ]  | *Calculate based on maintaining* ***2-metre*** *physical distancing.**Considerations for equipment already providing 2-meter distance requirements to be included. E.g lab bench, car hoists, etc.* |
| 5. | Directional arrows to support flow of people throughout the teaching space are in place. | [ ]  | [ ]  | *E.g. use tape, etc. or contact Facilities with your needs**Refer to Facilities COVID-19 Plan.* |
| 6. | Facilities has been notified of facility access needs before classes begin | [ ]  | [ ]  | Access is required at these times:Access is required on these days: |
| 7. | Facilities has been notified of additional cleaning needs for building based on ECP |  |  | # Washrooms:Other high traffic areas outside the classroom: |

## Appendix E: People Management Checklist

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| **PEOPLE MANGEMENT CHECKLIST*****Directions:**** *Use this checklist to ensure you have considered the following factors in your space.*
* *State the details for each control measure indicated as ‘yes’.*
* *Keep completed questionnaires as part of this framework*
 |
| **Person completing this plan:** |  | **Class Type** | [ ]  Classroom [ ]  Office [ ]  Laboratory [ ]  Shop  |
| **Date:** |  | **Room #s:** |  |
| **#** | **Control Measure** | **Yes** | **NA** | **Details/Applicable supporting comments** |
|  | **Illness /Pre-screening**  |  |  |  |
| 1. | 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?  | [ ]  | [ ]  | *E.g. course outline, orientation, signage* |
| 2. | 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?  | [ ]  | [ ]  | *E.g. contingency plans, email communication* |
| 3. | Employees have been informed about the [COVID-19 VIU Leave Protocol](https://adm.viu.ca/health-and-safety/covid-19/covid-19-viu-employee-leave-protocol)? | [ ]  | [ ]  | *E.g. email communication* |
| 4. | A daily process to pre-screen students/employees has been developed – self-reporting is mandatory | [ ]  | [ ]  | *E.g. general wellness questions prior to entering class, general entry/exit safe work procedure*  |
| 5. | If employees and/or students are absent due to illness, COVID-19 self-assessment via the online COVID-19 tool is advised | [ ]  | [ ]  | [*https://bc.thrive.health/covid19/en*](https://bc.thrive.health/covid19/en) |
|  | **Safe Spaces control measures** |  |  |  |
| 6. | Student and Employees have been provided instruction on where to spend their break time?  | [ ]  | [ ]  | *E.g. leave the building, inside personal vehicles etc.*  |
| 7. | Room set up to allow for 2 meters physical distancing between students? | [ ]  | [ ]  |  |
| 8. | Demonstration and work areas set-up to allow for 2 meters physical distancing? | [ ]  | [ ]  | *E.g. using barriers, floor decals, tape* |
| 9. | Nearest hand washing sink located, is stocked, and has been identified to students?  | [ ]  | [ ]  | Sink Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 10. | Handouts, papers, pens, etc. are not physically provided to students? (Use e-versions, students provide their own, etc.) | [ ]  | [ ]  |  |
| 11. | When possible, students have dedicated tools/equipment? *E.g. items are not shared between students during class.*  | [ ]  | [ ]  | *E.g. assign or sign out tools/equipment*  |
| 12. | Common touch points and tools/equipment that must be shared are identified? | [ ]  | [ ]  | *E.g. safe work procedure* |
| 13. | Cleaning/sanitizing materials are provided with instruction? | [ ]  | [ ]  | *E.g. orientation and safe work procedures* |
| 14. | Students are given instruction for the safe and correct use of any provided personal protective equipment?  | [ ]  | [ ]  | *E.g. orientation and safe work procedures* |
| 15. | Students are reminded to avoid face touching during class and to wash hands immediate before and after? | [ ]  | [ ]  | *E.g. orientation , posters, pre-screening* |
|  | **Supervision** |  |  |  |
| 16. | A process has been developed to deal with students not following the established control measures? | [ ]  | [ ]  | *E.g. student code of conduct, in class procedures* |
| 17. | A process has been developed to deal with employees not following the control measures? | [ ]  | [ ]  | *E.g. manger, dean reporting, incident reporting* |