



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 stay at least 2m/6ft away from others at all times.

<b>Date:</b> 8/8/2020	<b>Campus:</b> Surrey
<b>Faculty:</b> ARTS	<b>Program:</b> Fine Arts
<b>Date of first group of students on campus:</b> 1/18/2021	<b>Date of first group of students to leave campus:</b> 3/22/2021
<b>Date of second group of students on campus (if needed):</b>	<b>Date of second group of students to leave campus (if needed):</b>
<p><b>Number of students anticipated on campus and on which days:</b> Up to 15 students per class.</p> <p>Instructor will meet 5 times with the class on: Jan 18, 25, Feb 1, 8 and Mar 22. Each class is divided into two groups of 7-8 students. Group 1: 1000-1130 Group 2: 1130-1300</p> <p>During the five weeks when class meets (Jan 18, 25, Feb 1, 8 and Mar 22), open studio is accessed by appointment only. Mon to Fri 900-2100.</p> <p>Each day of open studio is divided into three 4-hour blocks. 3-4 students will sign up for each block. Each student could sign up to 3 blocks per week.</p>	<p><b>Number of employees on campus to support this program and on which days:</b> 1 teaching associate and 1 instructor</p> <p><b>Instructor Name:</b> Kitty Leung</p>
<p><b>Rationale for why students need to be on campus:</b> FINA 1142 Intro to Print Media is a hands-on studio course. Access to printmaking facilities in studio is required to carry out some of the printing processes.</p> <p>Two sessions of this course are scheduled in Spring 2021. To reduce the studio access at one time, the course content will be rotated that only one session students will be on campus for five weeks. While one session needs studio facilities, the other session will be working at home.</p>	

For open studio schedule, there will be a maximum of 4 students working in the studio at one timeslot. There are plenty of space to ensure social distancing.  
Please see the attached floor plan of FINA 1142 printmaking studio.

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

Yes, two sessions are scheduled for Spring 2021. The Registrar needs to be informed that these courses will meet on campus and are only available for those who could attend classes on campus during the semester.

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

Faculty, staff, and students are required to wear masks at all times and gloves when applicable when using KPU tools.

Students, faculty, and staff entering studio needs masks and gloves. Hand sanitizing is required before entering and leaving studio.

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

There have been discussions between the associate dean, the chair, and the instructor. The teaching associate of printmaking Heather Lippold had met with Adam Jaffer in regards to the fall semester and chatted about overarching Covid planning. Heather has been following closely with safety protocol and helped organized both studio and public spaces with instructors since some of the students started to come back on campus this summer.

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

**Safety Plan for Employees and students:**

**Main Studio**

- Main door of studio is kept open at all time. Directional arrows on floor to show way in and out.
- The large work tables in studio are marked with tapes to show recommended workspace for each student that there are sufficient room around them.
- We will need to indicate student flow and to disinfect washrooms in Spruce building.
- Hand sanitizers are placed at the main entrance of studio S130, one outside and one inside the studio.
- Wash hands or use hand sanitizer before entering studio.
- Wear masks at all times.
- Use gloves when working with any shared studio supplies and equipment.
- No eating and drinking in studio at all time.
- Be sure to keep at least 2 meters distance from one another.
- Work at the designated spot.
- Don't touch face, nose and/or eyes.
- Notify instructor or instructional associate if anyone shows up in the studio without booking.
- Clean tools and equipment with disinfectants after use.

**Darkroom and Screenwash room**

- Masks must be worn at all times.
- One student is allowed at a time.
- Put on gloves before entering the darkroom.
- Never touch any shared studio supplies and equipment with bare hands.

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

The teaching associate of printmaking Heather Lippold had met with Dr. Florkowski for a summer Fine Arts course and is well aware of the safety requirements of any studio courses in similar nature.

**Submitted by:** Kitty Leung

<p><b>Approved by Provost and VPA:</b> Dr. Sandy Vanderburgh</p>	<p><b>Signature:</b>  <b>Date:</b></p>
<p><b>Approved by the Office of Health &amp; Safety</b> <b>Name:</b> Pablo Dobud</p>	<p><b>Signature:</b>  <b>Date:</b></p>



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

## Program/Course Health & Safety Form FINA1142 S11 Introduction to Print Media Spring 2021 Spruce 130

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<b>Date:</b> 8/8/2020	<b>Campus:</b> Surrey
<b>Faculty:</b> ARTS	<b>Program:</b> Fine Arts
<b>Date of first group of students on campus:</b> 2/22/2021	<b>Date of first group of students to leave campus:</b> 4/5/2021
<b>Date of second group of students on campus (if needed):</b>	<b>Date of second group of students to leave campus (if needed):</b>
<p><b>Number of students anticipated on campus and on which days:</b> Up to 15 students per class.</p> <p>Instructor will meet 5 times with the class on: Feb 22, Mar 1, 8, 15 and April 5. Each class is divided into two groups of 7-8 students. Group 1: 1000-1130 Group 2: 1130-1300</p> <p>During the five weeks (Feb 22, Mar 1, 8, 15 and April 5), open studio is accessed by appointment only. Mon to Fri 900-2100.</p> <p>Each day of open studio is divided into three 4-hour blocks. 3-4 students will sign up for each block. Each student could sign up to 3 blocks per week.</p>	<p><b>Number of employees on campus to support this program and on which days:</b> 1 teaching associate and 1 instructor</p> <p><b>Instructor Name:</b> Kitty Leung</p>

**Rationale for why students need to be on campus:**

FINA 1142 Intro to Print Media is a hands-on studio course. Access to printmaking facilities in studio is required to carry out some of the printing processes.

Two sessions of this course are scheduled in Spring 2021. To reduce the studio access at one time, the course content will be rotated that only one session students will be on campus for five weeks. While one session needs studio facilities, the other session will be working at home.

For open studio schedule, there will be a maximum of 4 students working in the studio at one timeslot. There is plenty of space to ensure social distancing. Please see the attached floor plan of FINA 1142 printmaking studio.

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

Yes, two sessions are scheduled for Spring 2021. The Registrar needs to be informed that these courses will meet on campus and are only available for those who could attend classes on campus during the semester.

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

Faculty, staff, and students are required to wear masks at all times and gloves when applicable when using KPU tools.

Students, faculty, and staff entering studio needs masks and gloves. Hand sanitizing is required before entering and leaving studio.

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

There have been discussions between the associate dean, the chair, and the instructor. The teaching associate of printmaking Heather Lippold had met with Adam Jaffer in regards to the fall semester and chatted about overarching COVID-19 planning. Heather has been following closely with safety protocol and helped organized both studio and public spaces with instructors since some of the students started to come back on campus this summer.

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**Safety Plan for Employees and students:**

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- The large work tables in studio are marked with tapes to show recommended workspace for each student that there are sufficient room around them.
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- Wash hands or use hand sanitizer before entering studio.
- Wear masks at all times.
- Use gloves when working with any shared studio supplies and equipment.
- No eating and drinking in studio at all time.
- Be sure to keep at least 2 meters distance from one another.
- Work at the designated spot.
- Don't touch face, nose and/or eyes.
- Notify instructor or instructional associate if anyone shows up in the studio without booking.
- Clean tools and equipment with disinfectants after use.

**Darkroom and Screenwash room**

- One student is allowed at a time.
- Wear masks at all times.
- Put on gloves before entering the darkroom.
- Never touch any shared studio supplies and equipment with bare hands.

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

The teaching associate of printmaking Heather Lippold had met with Dr. Florkowski for a summer Fine Arts course and is well aware of the safety requirements of any studio courses in similar nature.

**Submitted by:** Kitty Leung

<p><b>Approved by Provost and VPA:</b> Dr. Sandy Vanderburgh</p>	<p><b>Signature:</b>  <b>Date:</b></p>
<p><b>Approved by the Office of Health &amp; Safety</b> <b>Name:</b> Pablo Dobud</p>	<p><b>Signature:</b>  <b>Date:</b></p>

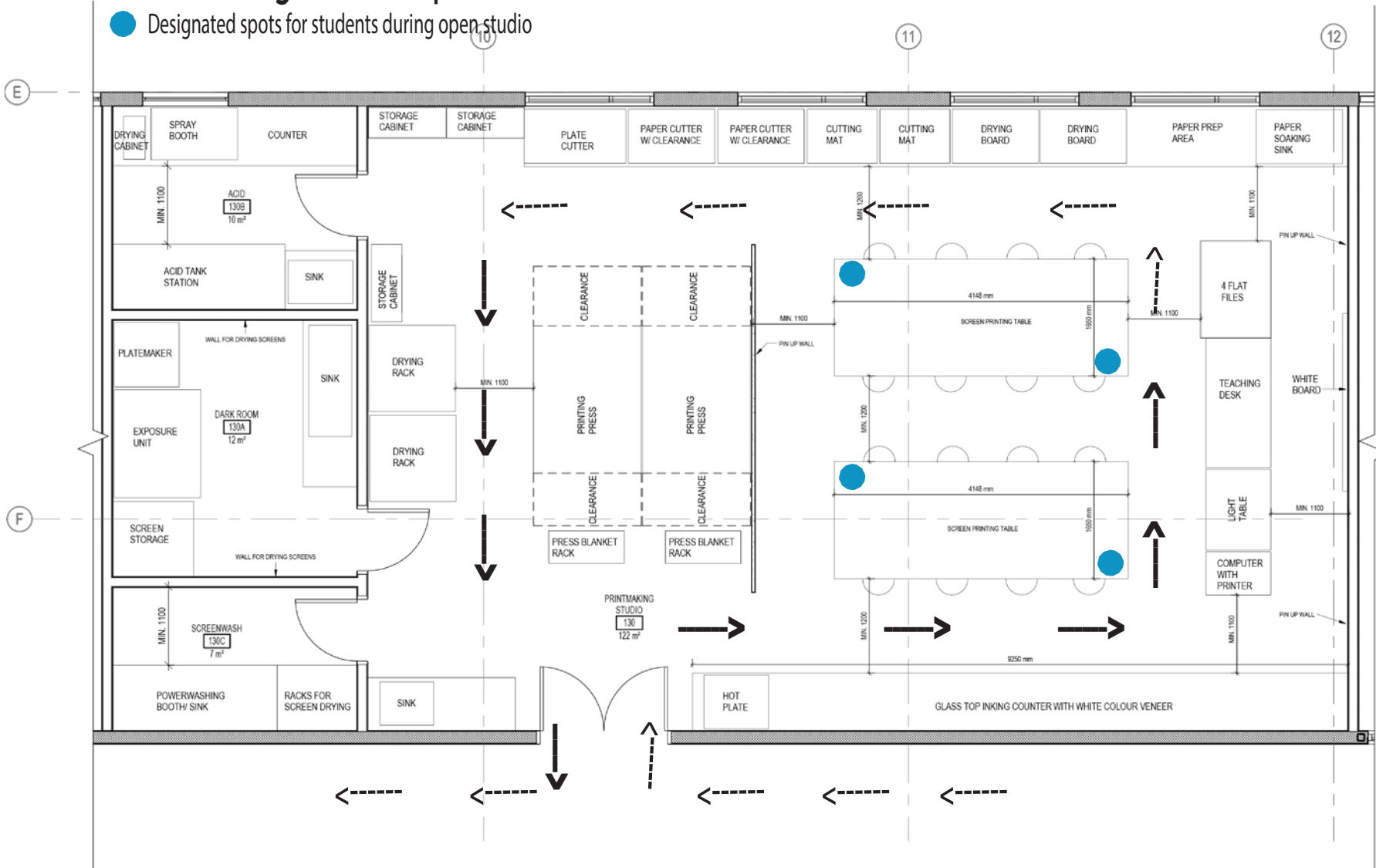


**Insert sketch(es) of classroom arrangement and “flow of students” here.**



# Printmaking Studio - Spruce 130

● Designated spots for students during open studio



## COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

Fine Arts

Campus:

Surrey

Completed by:

Kitty Leung

Date:

Sept 21, 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”.**

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

Yes Not Applicable 

Orientation and safety measures will be notified to student on Moodle in writing. They have to complete a quiz before they come on campus the second week. Same information will be given out orally to students on their first day of class on

2. Handwashing posters posted in all washrooms?

Yes Not Applicable 

We will notify Facilities to post handwashing posters in all washrooms prior to start of term .

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 eye-catching walls space in studio.

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. 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

Posters will be posted up in studio and common space.

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

Yes

Not Applicable

7-8 students are allowed in instructional hours in studio. Students will be reminded to keep 2-meter distance at all time. In out-of-class studio access, only 4 students are allowed to sign up at 1 time slot. There is plenty of space for physical distancing.

8. Occupancy limit signage posted on door?

Yes

Not Applicable

Studio access is done through appointment only. Students have to sign up a time slot before they could use the studio. The teaching associate works from 9:30am to 5pm and could check in the studio regularly. Booking will be done on Moodle in

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

Facilities will be notified prior to term start to put additional signage required.

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 will be no break for a one-and-a-half-hour instruction. However, students will be reminded to take their break in their open studio time outside the building 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 term start.

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

Yes

Not Applicable

Will be set up prior to term start.

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

Yes

Not Applicable

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

Yes

Not Applicable

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 personal 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

Shared tools/equipment and common touch points will be sanitized regularly.

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

Employees will be reminded of safety measures regularly.

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

Yes

Not Applicable

Students will be advised to follow the control measures. Warning will be given to students who do not comply. Students would be asked to leave the studio if misbehavior continues.

26. A process is in place to advise employees to stay home if sick, and how to report COVID-19 like symptoms? (Supporting measures should also be in place to accommodate absences and provide coverage, if applicable)

Yes

Not Applicable

27. A process is in place to advise students to stay home if sick and how to report COVID-19 like symptoms? (Supporting measures should also be in place to accommodate absences?)

Yes

Not Applicable

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

Yes

Not Applicable

Students will be advised to remain home, then contact 811, then the instructor if they are experiencing any COVID-19 signs and symptoms.

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 can't attend classes.