

Program/Course Health & Safety Form

Date: 8/7/2020	Campus: Langley
Faculty: Science and Horticulture	Program: Horticulture Technology Diploma – HORT 1104
Date of first group of students on campus: HORT 1104 L1A: 1/29/2021	Date of first group of students to leave campus: 3/12/2021
Date of second group of students on campus (HORT 1104 L1B): 1/29/2021	Date of second group of students to leave campus (if needed): 3/12/2021
Number of students anticipated on campus and on which days: The class will be divided into two groups of 8 - 10 students. The first group of students will use the soil lab for an hour and after they leave, the next group of students will come in. Two consecutive lab sessions are planned with up to 20 students in total per day for ~1.5 hours on the following days: Jan 29, Feb 26 and March 12. L01A – 9:00am – 10:00am L01B – 10:20am – 11:20am L02A – 1:30pm – 2:30pm L02B – 2:50pm – 3:50pm	Number of employees on campus to support this program and on which days: Lab instructor and lab technician (2) Instructor Name: Tomasz Gradowski
Rationale for why students need to be on campus: To meet learning objectives (e.g., identify the composition and properties of the major organic and inorganic constituents of soils and growing media). To allow evaluation of students’ practical skills associated with the assessment of soil / growing media properties and quality.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? The scheduling office will be notified on August 21 st .	

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

- 1 pair of vinyl gloves, 1 simple face mask, 1 pair of safety glasses or 1 face shield per person
- up to 20 students, 1 instructor and 1 technician)

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

This plan has been prepared by the course / lab instructor in consultation with the lab technician.

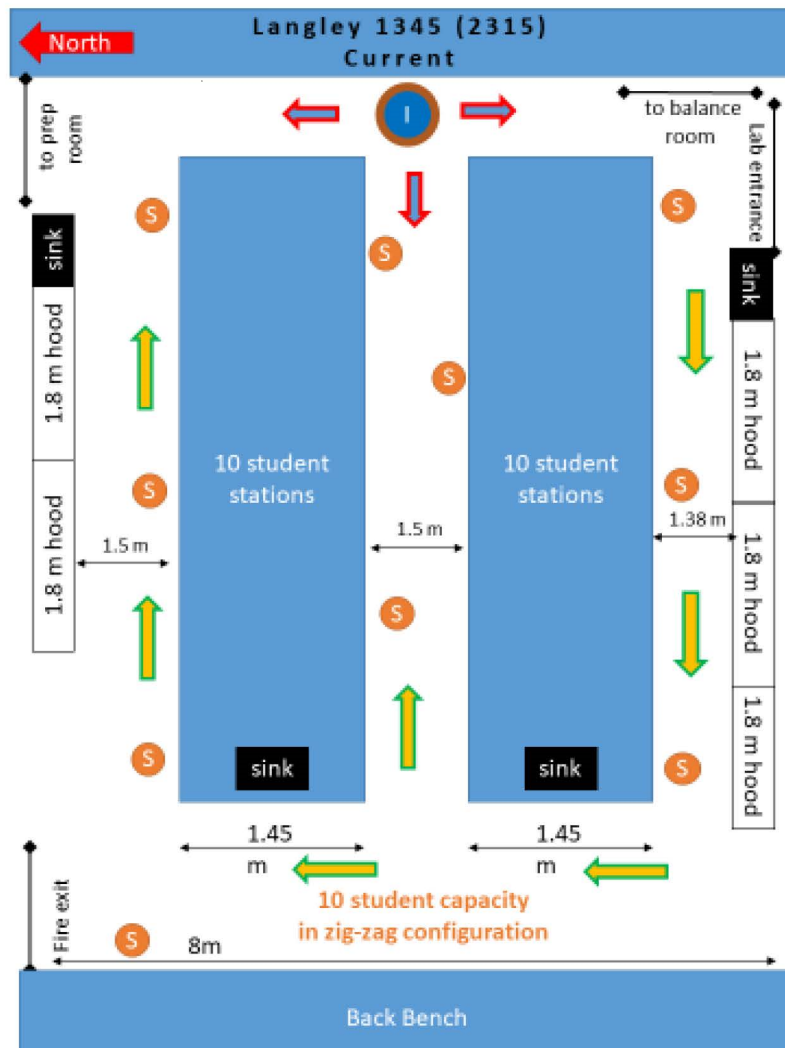
Students must conduct Covid-19 self-assessment prior to arriving on campus and attending class.**Safety Plan for Employees and students:**

- Students (wearing masks and observing safe distances) will gather at the lobby in front of the lab entrance at the pre-arranged time.
- As the students enter the laboratory through the main lab entrance one by one they will put on gloves, and eye protection PPE before proceeding to one of the 8 available workstations located >2 m apart.
- The air hoods in the lab will be raised to provide a negative-pressure environment. Students will be prepared to run the lab session without the need for significant face-to-face communication with the instructor.
- The lab assignments will be designed to take students approximately 40 minutes to complete. Students will use an additional 10 minutes to clean up and disinfect the workstation. The last 10 minutes will serve as a contingency buffer.
- To maintain the prescribed safe distances students will leave the lab session in sequence in which they entered it (starting with those closest to the door). After leaving the lab room students will turn to the building exit on the right to avoid passing by the next 8 students waiting in the lobby for the next lab session.
- As they leave, students will deposit their eye protection PPE into a prepared container. They will also discard their vinyl gloves into the prepared garbage container. The lab has more than 20 safety goggles (and potentially several new face shields) that will be disinfected by the lab technician after all groups have finished their assignments for that day.
- Regular lab safety orientation will be provided earlier in the form of a recorded mini-lecture.

**Have you consulted with Dr. David Florkowski, AVPA before submitting this request?
This course was already approved for Fall 2020.**

Submitted by: Dr. Elizabeth Worobec, Dean, Faculty of Science and Horticulture	
Approved by Provost and VPA: Dr. Sandy Vanderburgh	Signature: Click or tap here to enter text. Date: Click or tap to enter a date.
Approved by the Office of Health & Safety Name: Pablo Dobud	Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

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



COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

Campus:

Completed by:

Date:

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

2. Handwashing posters posted in all washrooms?

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

8. Occupancy limit signage posted on door?

Yes

Not Applicable

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

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

Yes

Not Applicable

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

Yes

Not Applicable

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

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

Yes

Not Applicable

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

Yes

Not Applicable

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

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

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

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

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

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

Yes

Not Applicable

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

Yes

Not Applicable

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

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

Yes

Not Applicable