

Program/Course Health & Safety Form

Date: 2/1/2021	Campus: KPU Tech
Faculty: Trades and Technology	Program: Automotive Service Tech Foundation (20-1389 202026 26004)
Date of first group of students on campus: 3/15/2021	Date of first group of students to leave campus: 10/6/2021
Date of second group of students on campus (if needed): Click or tap to enter.	Date of second group of students to leave campus (if needed): Click or tap to enter.
Number of students anticipated on campus and on which days: The in-class portion of this intake will be held in room 1855 and the Auto Mechanics Shop (room 1830). Mornings will be in the classroom followed by shop time. The exact breakdown of time in the classroom versus shop will be dependent upon the topic being covered. Wednesdays 0800-1450 (6 hours) Thursdays 0800-1450 (6 hours) Fridays 0800-1450 (6 hours) March 15, 16, 17, 22, 23, 24, 29, 30, 31 April 5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28 May 3, 4, 5, 10, 11, 12, 17, 18, 19, 25, 26, 31 June 1, 2, 7, 8, 9, 14, 15, 16, 21, 22, 23, 28, 29, 30 July 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28 August 3, 4, 9, 10, 11, 16, 17, 18, 23, 24, 25, 30, 31 September 7, 8, 13, 14, 15, 20, 21, 22, 27, 28, 29 October 4, 5, 6 This equals 18 of 24 hours on campus (75%). Students will be online on Tuesdays from 0800-1450. This class has a maximum of 8 students enrolled	Number of employees on campus to support this program and on which days: Two: One KFA and one BCGEU on all days listed Instructor Name: Mark Furlong

Rationale for why students need to be on campus:

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

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

Yes, this intake will proceed as originally scheduled and the OREG has updated the intake to reflect the smaller class size (8 instead of 16) and the in-person component.

1-Feb-21

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

- a) **Work gloves – students will provide their own**
- b) **Safety glasses – students will provide their own**
- c) **Face mask – students will be asked to bring their own however KPU will provide disposable face masks should students not have their own or they require one for any reason.**

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

All instructors and responsible leaders have been consulted on the latest Covid-19 procedures and regulations as set out by KPU, WorkSafeBC, and BC's Chief Public Health Officer.

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

Safety Plan for Employees and students:

- Employees and students will be following the physical distancing guidelines.
- Directional arrows and stanchions are in place to clearly designate pedestrian traffic flow.
- The room occupancy has been setup to allow for proper physical distancing guidelines.
- If anyone is feeling unwell they are to stay home and monitor their symptoms and seek a medical professional if necessary.
- All students / employees are asked to ensure their hands have been disinfected or washed before entering the room.
- Students have access to disinfectant spray should they want to disinfect their own stations, tools, and or desks outside of the regular cleaning operations.
- 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.

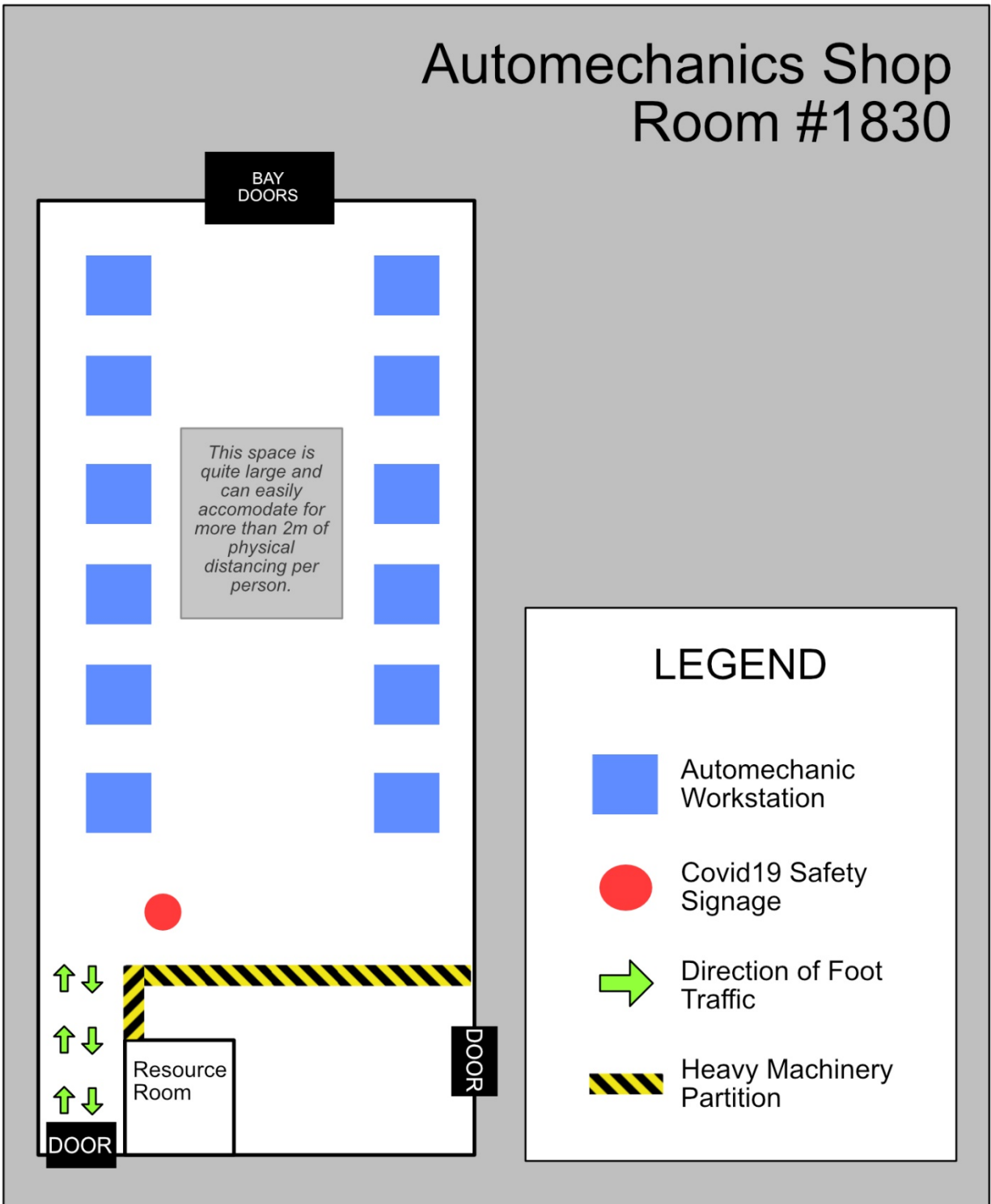
Have you consulted with Dr. David Florkowski, AVPA before submitting this request?

YES-1-Feb-21

Submitted by: Laura McDonald

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

Automechanics Shop Room #1830





Shop space showing ample distance between service bays

This is the classroom space. A maximum of one student will be permitted at each desk and floor markings direct pedestrian traffic.





COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

Trades & Technology

Campus:

KPU Tech

Completed by:

Laura McDonald

Date:

February 1, 2021

Overview

- The following checklist must be completed for spaces being used for face to face activities/instruction.
- The intent is to ensure that minimum requirements are being considered to maintain safe spaces for employees and students in our classrooms, shops and laboratories.
- This checklist is by no means exhaustive and there may be other measures unique to your spaces that may need to be considered in developing your classroom/shop/laboratory safety plan.
- The requirements identified are consistent with the current guidelines provided by the Provincial Health Officer, BC Center for Disease Control and WorkSafe BC.

When completing this checklist describe the implementation details for each item indicated as "yes".

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

Yes

Not Applicable

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.

2. Handwashing posters posted in all washrooms?

Yes

Not Applicable

Hand washing posters are posted in all washrooms as well as at all hand washing stations and hand disinfecting stations.

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

Yes Not Applicable

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.

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

Yes Not Applicable

All students will be shown where the closest hand washing sinks are located at the start of the programs.

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

Yes Not Applicable

Students are reminded at the start of class that there is to be no eating or drinking in the classrooms, shops, and labs.

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

Yes Not Applicable

Confirmed

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

Yes Not Applicable

Confirmed

8. Occupancy limit signage posted on door?

Yes Not Applicable

Maximum occupancy signs are posted on all room entrances.

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

Confirmed. Please see the attached floorplan(s).

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

Yes Not Applicable

There are no additional cleaning needs required apart from the regular cleaning duties performed by Facilities.

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

The instructor will cover this on day #1 of class and will be reinforcing this information through the duration of this intake. This information will also be included in all course presentations.

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

Yes Not Applicable

Photos of spacing of desks are attached to the Health & Safety Form.

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

Yes Not Applicable

Photos of spacing of work areas are attached to the Health & Safety Form.

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

Doors will be propped open to prevent touching. All common touch points will be cleaned by students before and after use, as well as by the instructor at the end of the class.

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

Yes

Not Applicable

All equipment which will be touched by more than one person will be cleaned and disinfected by both the student before and after each student use as well as by the instructor at the end of the class.

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

Yes

Not Applicable

This will be covered during the orientation and reinforced through the duration of the semester.

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

This information will be conveyed during the orientation and reinforced through the duration of the intake.

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

First aid protocols have been emailed to all students and are included in the course presentation.

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

Yes

Not Applicable

Any employees not following the control measures will be addressed by the Associate Dean and/or Dean. Continued disregard of the control measures will result in escalated action.

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

Yes

Not Applicable

Students will initially be addressed by the instructor if they are not following the control measures. If students continue to not comply, instructors have been directed to call the administrator (Laura or Brian) immediately.

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

All employees have sickness reporting protocols.

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

Students will be provided with reporting protocols for absences through the course presentation.

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

Yes

Not Applicable

This information will be included in the course presentation and is also posted at all entrances to the classroom, lab, and main entrances to KPU Tech.

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

Yes

Not Applicable

All employees have access to contact their supervisor should they feel unwell.