




Phase :

**Return to Campus Risk Mitigation Plan
September 2021**

Program/Department:	Location:
Procedures Developed By:	Date Completed:
Implementation Date:	Operational Days M T W TH F S
Relevant VCC policies, programs, Provincial and Federal legislation, codes of practice, etc:	

- | | |
|--|--|
| VCC Covid-19 Exposure Control Plan | Worksafe BC Sector Guidelines |
| Worksafe BC Covid-19 | BC Go Forward Guidelines for Post-Secondary Sector |
| BC CDC Covid-19 Information | VCC Procurement Policy for PPE |

Final Steps to Complete the Plan

1. Please submit to Dean/Director/AVP upon completion	Dean/Director/AVP: Date:
2. Please submit a copy to secure@vcc.ca	EOC Review and Approval: 
3. Has this plan been reviewed by VCC's Joint Occupational Health and Safety Committee	Date:

4. The plan will be returned to the Dean/Director for review and implementation.
5. EOC will retain a copy of this plan
6. A copy of this approved plan will be posted online and a physical copy will be posted in the learning space.

Phase :

Risk Assessment - September 2021

Instructions

The purpose of the 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. Think about how the space is used, where common gathering spaces are, the location of high touch points, and items that may be regularly used by students or the public. Identifying these tasks will assist in determining what Safe Work Procedures need to be amended or developed.

One risk assessment can be done for each School/Department 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 Automotive Collision Repair. 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. auto shop), other employee tasks should also be included if applicable, e.g. tool crib attendants, instructors, office work etc. Refer to [page 8](#) of this Return to Campus Risk Mitigation Plan for more information on current guidelines for applying appropriate controls for critical tasks within your department. This page allows for 7 critical activities, but if you have more than 7 you can access an individual risk assessment form (RTC - Risk Assessment-SWP Template) at <https://employee.vcc.ca/college/newsevents/covid-19/resources/>. This form is combined with an additional Safe Work Procedures Template, as they auto-populate the critical tasks column. Save these extra sheets separately and submit with this main PDF document.

Engineering controls are those that alter the work environment to create a safe space.

Administrative controls are procedures that can be implemented to limit the spread of Covid-19.

PPE is the last resort of a mitigation strategy and includes masks, etc.

Critical Activities	Necessary Risk Mitigation Measures	Description of Controls to be Implemented
	Engineering Administrative PPE Other	
	Engineering Administrative PPE Other	
	Engineering Administrative PPE Other	
	Engineering Administrative PPE Other	
	Engineering Administrative PPE Other	
	Engineering Administrative PPE Other	
	Engineering Administrative PPE Other	

Phase :

Operational Space Checklist - September 2021

Instructions

The VCC COVID-19 Operational Space Checklist should be completed for spaces being used for in-person activities. The intent of this plan is to ensure that standardized levels of mitigation strategies are being utilized across the College to maintain safe spaces for employees and students. Use this checklist as a quick tool to assess pandemic control measures in your instruction/workspace. When your plan is complete, all the answers to the checklist should be "yes" unless it does not apply to your area, then mark "N/A". Remember to complete an Operational Space Checklist for each type of space in your department. An additional copy of the Operational Space Checklist can be found at <https://employee.vcc.ca/college/newsevents/covid-19/resources/>. Save this extra form separately and submit with this main PDF document.

Space Type:	Shop	Classroom	Room #s:	
	Floor	Lab	Lecture Hall	
	Clinic	Studio	Other	
Control Measure	Yes	N/A	Details/Applicable Task from Risk	
Is there an Entry/Exit Process in place?				
Are there infection control posters posted in the space and throughout the common areas?				
Have directional arrows to support the flow of people throughout the space been installed?				
Has Facilities been notified of access needs before work begins?				
Has Facilities been notified of additional cleaning needs for building based on planned occupancies?				
Have the appropriate parties been contacted with regards to scheduling and Room booking?				
Are cleaning/sanitizing materials provided with instruction on how to use them?				
Barriers or partitions may continue to be used in busy client-facing settings. They may also be considered in smaller, open office spaces where multiple workstations are in close proximity.				
Has the nearest hand washing sink been identified and is it stocked?				
Have high touch points and tools/equipment that must be shared been identified?				

Phase :

People Management Checklist - September 2021

Instructions

Review the People Management Checklist and ensure your School/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.

Remember that this is a flexible document. Your department may have needs that are not identified in this checklist so be sure to think critically about the way your students or other employees use the space to be sure that your plan fits the needs of your department. This is also why you must engage every employment group in the development of your Safe Work Procedures.

Control Measure	Yes	N/A	Details/Applicable supporting comments
Illness Pre-screening			
Have students been informed about completing the weekly/daily self-assessment?			
Have employees been informed that they are required to complete the daily health check and weekly COVID-19 assessment before coming on campus?			
Is a process 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.			
Training and Communication Control Measures			
Have employees been trained on the RTC and is it posted in your department?			
Have students/employees been given instruction for the safe and correct use of any provided personal protective equipment?			
Supervision			
Has the process been communicated to deal with students and employees not following the established control measures? Student Non-Compliance with COVID-19 Safety Protocols			
Mandatory Training Prior to Retuning in Person			
VCC Covid-19 Exposure Control Plan Safe Work Procedures (Staff/Students) Hand sanitizer and surface cleaners Donning/Doffing/Cleaning of PPE			

Phase :

Safe Work Procedures - September 2021

Instructions

Once you've identified your department's critical tasks, completed the risk assessment for those tasks, and developed plans for using the space safely, you are ready to develop the 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. Use this document as your worksheet to list and explain the SWP. The critical tasks will automatically populate your SWP critical activity column from your Risk Assessment template, therefore the two templates go together. There is room on the template for 7 critical activities. If you have more than 7, you can access an individual Risk Assessment/SWP form at <https://employee.vcc.ca/college/newsevents/covid-19/resources/>. Save this extra sheet separately and submit with this main PDF document.

For each critical task identified in the Risk Assessment you should include the following:

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

**Critical Activity
(Populated from Risk
Assessment Template)**

Action Required

Critical Activity (Populated from Risk Assessment Template)	Action Required

Phase :

Final Checklist			
Control Measure	Yes	N/A	Details/Applicable Supporting Comments
Inform Facilities Management of your intention to provide in person learning or resume on-site work and submit the following information to https://fsr.vcc.ca/ a minimum of two (2) weeks in advance of the proposed start date. <ul style="list-style-type: none"> • Cleaning Requirements • Schedule of teaching activities (Start date, End date, days of the week, times) • Location (Rm#/campus) • # of people in space • Course name/Course activity (chemistry lab, nursing skills lab) 			
Develop a plan to meet employee and/or student training requirements on the new processes and procedures that have been developed to support their safe return.			
Has the Return to Campus Mitigation Plan been communicated to the entire department?			
Review oversight and compliance procedures (Step 8, page 13).			
Dean/Director to submit the documents to the EOC through secure@vcc.ca			