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| STEP 1 | **Job Site or Building** |       |
| **Date** |       |
| **Completed By** |       ;       |

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| STEP 2 | **Risk Assessment BEFORE Controls** |
| Low Risk [ ]  | Moderate Risk [ ]  | High Risk [ ]  |
| Exposure to employees, public or shared materials or workstations is rare. | Exposure to employees, public or shared materials or workstations occurs several times per day. | Exposure to employees, public or shared materials or workstations occurs several times per hour. |

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| STEP 3 | Assess the types of exposures to infectious disease and determine the appropriate controls to reduce exposure: |
| Activity and Hazard | **X = YES** | Controls |
| Exposure through contact with employees. | [ ]  | [ ]  Physical distancing.[ ]  Single-person travel.[ ]  Hand washing and sanitizing supplies.[ ]  Staggered start/end and break times.[ ]  Cleaning and sanitizing.[ ]  Teleworking.      |
| Exposure through asymptomatic carriers. | [ ]  | [ ]  Staying home if you have any illness symptoms.[ ]  Self-isolating for 14-days when returning from outside of Canada.[ ]  Staying home if in close contact with someone who is diagnosed or who has infectious disease symptoms.      |
| Exposure through contact with the public. | [ ]  | [ ]  Close facility.[ ]  Physical distancing.[ ]  Hand washing and sanitizing supplies.[ ]  Alternate entry.[ ]  Physical barrier (sneeze guard).[ ]  Meetings by appointment only.[ ]  Appointment pre-screening.[ ]  Reduced service.[ ]  Cleaning and sanitizing.      |

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| STEP 3 CONTINUED | Assess the types of exposures to infectious disease and determine the appropriate controls to reduce exposure: |
| Activity and Hazard | **X = YES** | Controls |
| Exposure through contact of vehicles and equipment. | [ ]  | [ ]  Single-person travel.[ ]  Barrier between front and rear seats.[ ]  Cleaning and sanitizing.[ ]  PPE – gloves.[ ]  Hand washing and sanitizing supplies.      |
| Exposure through the handling of materials. | [ ]  | [ ]  Delivery by appointment only.[ ]  PPE - gloves.[ ]  Hand washing and sanitizing supplies.[ ]  Cleaning and sanitizing.      |
| Exposure through contact of tools. | [ ]  | [ ]  Cleaning and sanitizing.[ ]  PPE – gloves.[ ]  Hand washing and sanitizing supplies.      |
| Exposure through contact of personal protective equipment (PPE). | [ ]  | [ ]  Cleaning and sanitizing.[ ]  Disposable PPE.[ ]  Assigned PPE; no sharing.[ ]  Hand washing and sanitizing supplies.      |
| Exposure through sharing common spaces with others. | [ ]  | [ ]  Physical distancing.[ ]  Hand washing and sanitizing supplies.[ ]  One-person restriction in shared space.[ ]  Staggered start/end and break times.[ ]  Cleaning and sanitizing.      |
| Exposure through work on computer, desk or office. | [ ]  | [ ]  Physical distancing.[ ]  Cleaning and sanitizing.      |
| Exposure when handling cash. | [ ]  | [ ]  Physical distancing.[ ]  Physical barrier (sneeze guard).[ ]  Hand washing and sanitizing supplies.[ ]  Cleaning and sanitizing.[ ]  Stop accepting cash.      |
| Exposure when passing others in hallways or aisles. | [ ]  | [ ]  Physical distancing.[ ]  One-way route.[ ]  Cleaning and sanitizing.      |

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| STEP 3 CONTINUED | Assess the types of exposures to infectious disease and determine the appropriate controls to reduce exposure: |
| Activity and Hazard | **X = YES** | Controls |
| Exposure to biohazardous materials. | [ ]  | [ ]  Cleaning and sanitizing.[ ]  PPE – gloves.[ ]  PPE – respirator.[ ]  PPE – gown or coveralls.[ ]  Hand washing and sanitizing supplies.      |
| Exposure when performing first aid treatment to a WORKER. | [ ]  | [ ]  Physical distancing.[ ]  Cleaning and sanitizing.[ ]  PPE – gloves.[ ]  PPE – respirator.[ ]  Hand washing and sanitizing supplies.      |
| Exposure while performing first aid treatment to a member of the PUBLIC. | [ ]  | [ ]  Physical distancing.[ ]  Transmission control – face mask.[ ]  Cleaning and sanitizing.[ ]  PPE – gloves.[ ]  PPE - respirator.[ ]  PPE – gown or coveralls.[ ]  Hand washing and sanitizing supplies.      |

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| STEP 4 | Identify the additional controls the have been implemented to reduce exposure to infection diseases |
| **Worker policies and procedures** |       |
| **Public procedures** |       |
| **Work environment or work processes** |       |

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| STEP 4 CONTINUED | **Training** | [ ]  Workers receive education or training in the following:* The risk of exposure to pandemic influenza and SARS, and the signs and symptoms of the disease.
* Safe work procedures to be followed, including hand washing and cough/sneeze etiquette.
* Location of washing facilities, including dispensing stations for alcohol-based hand rubs.
* How to seek first aid.
* How to report an exposure to, or symptoms of, pandemic influenza or SARS.

[ ]  Workers receive education or training in the department-specific safe work procedures.      |
| **Communication** | [ ]  Weekly staff updates from senior management.[ ]  Daily check-in with supervisor or manager.       |

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| STEP 5 | **Risk Assessment AFTER Controls** |
| Low Risk [ ]  | Moderate Risk [ ]  | High Risk [ ]  |
| Exposure to employees, public or shared materials or workstations with NO infectious disease controls is rare. | Exposure to employees, public or shared materials or workstations with NO infectious disease controls occurs several times per day. | Exposure to employees, public or shared materials or workstations with NO infectious disease controls occurs several times per hour. |

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| STEP 6 | **Response After Case Or Outbreak** |
| **Policies and procedures** | [ ]  Contact Island Health to obtain their assistance:[ ]  Contact tracing.[ ]  Testing.[ ]  Worker(s) self-quarantine or self-isolation.[ ]  Communication. [ ]  Work area sanitizing. [ ]  Work area isolation.[ ]  Building or service closure.[ ]  Personal protective equipment.            |

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| Additional Comments |
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