**Returning to Safe Operation**

The B.C. government has announced a phased approach for reopening B.C. businesses. The City of Kamloops is committed to aligning with applicable provincial government and WorkSafeBC recommendations as we work towards resuming normal operations. The first step in this process is to ensure workplaces are assessed in order to identify places / activities where the risk of transmission of COVID-19 is present, and implement controls to mitigate those risks.

**How to Complete this Risk Assessment**

This risk assessment tool is to be completed by supervisors/managers responsible for specific work groups or work areas. The assessment should be completed in consultation with frontline workers (if possible), safety committee representation, and reviewed by the safety division.

Typical areas or activities of concern are listed in the table and should be contemplated as they relate to your workplace. Indicate which of these apply to your workplace / work group and consider the recommended actions listed. Comment on what sort of actions will be taken to address these risks.

**Safety Division Review**

Once you have completed the risk assessment for your work area or group – contact your safety advisor who will visit the work area (if applicable) and review your plan for feedback. If you require assistance in completing your risk assessment – a safety advisor will be available to help you.

**Ongoing Review of your Plan**

You should continue to assess the workplace after operations resume to ensure risks are identified and managed. Any changes / new business should be reflected in this document.

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| **Participants:** | **Date:** | **Work Area / Group:** |
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| **Reviewed By** |
| Safety Advisor | Date |
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| **Typical concerns** | **Is this applicable to your work area / group?** | **Recommended actions to consider** | **Actions already being taken or to be taken** |
| ***Public Use of Facility / Work Area*** |
| Is there signage informing public users of: 1. building protocols,
2. hygiene recommendations,
3. Notice saying “do not enter if you are feeling ill.”
 | Yes ☐ No ☐ N/A ☐Comment: | * Display signage if applicable informing public users of any rules when in the building.
* Display signage informing them of good hygiene practices.
* Display signage instructing public not to enter if they are feeling ill.
* Consider alternate means of communicating information to the public in advance (i.e. City Website, Email signature, etc.).
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| Are washrooms available for use by the public? | Yes ☐ No ☐ N/A ☐Comment: | * Do not close washrooms to public.
* Increase washroom sanitization if possible.
* Inspect washroom more frequently to ensure facility is in good order – soap is available.
* Consider directing staff to only use staff washrooms.
* Display signage asking patrons to please wash hands and keep washroom tidy.
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| Are entrances / corridors used by the public large enough to ensure social distancing? | Yes ☐ No ☐ N/A ☐Comment: | * Move or re-arrange furniture to ensure adequate spacing.
* Consider having public line up outside the facility if social distancing cannot be maintained in areas where people congregate.
* Mark the ground in areas where public congregate to identify 6ft distancing.
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| Are there seating areas, couches, chairs, etc., for public use? | Yes ☐ No ☐ N/A ☐Comment: | * Consider removing furniture entirely or block access to furniture.
* Space furniture a minimum of 6ft apart.
* Consider supplying sanitizing wipes so that patrons can wipe down surfaces before and after each use.
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| Do public approach a countertop to speak with city representatives? | Yes ☐ No ☐ N/A ☐Comment: | * Consider raised belt style barriers or other visual markers to keep public a minimum of 6ft from the staff.
* Consider installing a physical barrier (i.e. plexiglass shield) that protects staff.
* Consider removing or obscuring areas that people tend to rest their hands / lean. If not possible signage may be used.
* Give instruction to staff (See safe work procedure) to enforce social distancing and facility protocols.
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| Are payment transactions made by the public in the work area? | Yes ☐ No ☐ N/A ☐Comment: | * Consider not accepting cash payment.
* Relocate debit / payment machine to an area that prevents public from getting close to staff (or on opposite side of physical barrier).
* Do not hand payment machine back and forth.
* Sanitize payment machine regularly (see Facility Cleaning risk assessment).
* Consider advising public to make other payment methods (by phone, etc.).
* Review SWP on receiving documents/cash payments from public with staff.
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| Are the public submitting or collecting other documents from this work area? | Yes ☐ No ☐ N/A ☐Comment: | * If staff are collecting documents for review – consider isolating documents for a period of 24h before handled by staff.
* Staff who handle documents / other objects submitted should wear gloves and wash hands regularly.
* Review SWP on receiving documents/cash payments from public with staff.
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| Are meetings held with the public in this work area? | Yes ☐ No ☐ N/A ☐Comment: | * Do not hold meeting in rooms where social distancing cannot be achieved.
* Consider conference call or video meeting platforms.
* Minimize the number of attendees.
* Sanitize meeting areas prior to use.
* Post occupancy limitations on the entrance points of meeting rooms. Occupancies should not exceed what is required to maintain social distancing.
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| Are there multiple entrance points for the public? | Yes ☐ No ☐ N/A ☐Comment: | * Consider limiting the entrance points if it is needed to keep order and social distancing.
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| Are there elevators which the public and or staff may use? | Yes ☐ No ☐ N/A ☐Comment: | * Limit the use of elevators to 1 occupant. Post signage.
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| Are public required to be escorted when entering the work area? | Yes ☐ No ☐ N/A ☐Comment: | * Maintain social distancing when escorting public. Instruct them to please do the same.
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| Are public required to receive and display a visitor pass when in the work area? | Yes ☐ No ☐ N/A ☐Comment: | * Ensure visitor passes are sanitized prior to use. Staff collecting visitor passes should wear gloves and wash hands frequently.
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| Are there high frequency contact areas accessed by the public?* Debit machines
* Door handles
* Stair handrails
* Etc.
 | Yes ☐ No ☐ N/A ☐Comment: | * Complete a facility cleaning risk assessment to ensure adequate sanitization of high contact areas.
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| ***Staff Occupied Work Areas*** |
| Do staff in the area generally start and finish work at the same time of day? | Yes ☐ No ☐ N/A ☐Comment: | * Consider staggering start / end of shifts to reduce the amount of interface between staff at the beginning and end of day.
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| Does the area need to be fully staffed?  | Yes ☐ No ☐ N/A ☐Comment: | * Consider allowing staff to work from home.
* Consider modifying shift patterns to reduce overlap.
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| Are staff assigned work stations such as cubicles, desks, or offices? | Yes ☐ No ☐ N/A ☐Comment: | * See Facility Cleaning Risk Assessment. Review with staff. Instruct staff to clean workstations as risk assessment requires.
* Consider delineating preferred “traffic patters” in the office setting to direct staff travel.
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| Are staff able to be at their workstations while maintaining social distancing? | Yes ☐ No ☐ N/A ☐Comment: | * Modify workstation layout to achieve minimum social distancing.
* Consider moving staff to other areas to allow for social distancing.
* Consider installing barricades between staff work stations where social distancing cannot be maintained.
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| Is there a lunch room, meeting rooms, or other areas where staff congregate? | Yes ☐ No ☐ N/A ☐Comment: | * Consider instructing staff to eat at their desks.
* See Facility Cleaning Risk Assessment. Review with staff. Instruct staff to clean workstations as risk assessment requires.
* Review use of meeting room / board room SWP with Staff.
* Post occupancy limitations on the entrance points of common meeting areas. Occupancies should not exceed what is required to maintain social distancing.
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| Are there staff washrooms? | Yes ☐ No ☐ N/A ☐Comment: | * Ensure staff washrooms are cleaned at frequency defined in Facility Cleaning Risk Assessment.
* Consider posting signage reminding staff to keep washroom tidy and wipe down surfaces they are in contact with.
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| Are meetings held by your staff? | Yes ☐ No ☐ N/A ☐Comment: | * Consider utilizing digital meetings (zoom or conference call).
* Limit staff meeting to under 6 people if possible.
* Ensure social distancing at staff meetings.
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| Outside Workers  |
| Do staff utilize vehicles or share tools in the performance of their duties? | Yes ☐ No ☐ N/A ☐Comment: | * Limit vehicle occupancy to 1 worker per vehicle.
* Instruct staff to utilize SWP on cleaning vehicles.
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| Do staff approach and speak with public during their work duties? | Yes ☐ No ☐ N/A ☐Comment: | * Give instruction to staff (See safe work procedure) to enforce social distancing with the public.
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| Do staff work in groups to perform their work? | Yes ☐ No ☐ N/A ☐Comment: | * Have staff maintain social distancing while working in groups
* Consider modifying how tasks are performed such that social distancing can be maintained.
* If staff cannot maintain social distancing, require respiratory protection.
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| Staff Personal Factors |
| Do you have staff who are “high Risk” or “vulnerable” to becoming ill? (i.e. greater than 60 years old or with underlying medical conditions). | Yes ☐ No ☐ N/A ☐ | * Consider options which allow staff to work from home or in isolation (limit face to face meetings and other activities which put them at risk).
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| Addressing Risks from Resuming Operations |
| Are there new staff being hired as we return to operations? | Yes ☐ No ☐ N/A ☐Comment: | * Develop training plan for new staff.
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| Are certain staff taking on new roles or responsibilities? | Yes ☐ No ☐ N/A ☐Comment: | * Ensure these staff are trained in their new responsibilities.
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| Have we implemented any new equipment, processes, or products since we halted operations? | Yes ☐ No ☐ N/A ☐Comment: | * Develop and implement instructions and training as necessary.
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| Are there special start-up requirements for vehicles, equipment, and machinery that have been out of use? | Yes ☐ No ☐ N/A ☐Comment: | * Ensure steps are taken to allow for safe start up.
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| Other Factors Not Identified Above |
| **Concern / Risk** | **Controls** |
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