

RISK ASSESSMENT

RISK ASSESSMENT TITLE	COVID-19 – South Mackenzie Correctional Centre	ACCEPTED BY		DATE	April 2020
		RISK LEVEL	Medium		
NEXT REVIEW DATE	Monthly or as required to address new hazards	SIGNATURE			
VERSION	SMCC				
COMPLETED BY	Lorraine McDonald, Brent Townend				
CONTEXT	<p>Supervisors will use the form call <i>DOJ Essential Services Attending Work – Employee Assessment – Stable Staffing</i> to determine the level of risk of exposure to COVID-19. This is a tool for you to identify what risks you need to eliminate or minimize and steps you can take to protect Workers.</p> <ul style="list-style-type: none"> • Review the risk assessment below. • This Assessment identifies OHS measures and must be made available to staff. • This Assessment will be reassessed and update as circumstances change or new hazards are identified. • Review protective measures regularly with staff to make sure everyone knows and understands what is required to ensure safety and the steps they must take to protect themselves from exposure to COVID-19. <p>This risk assessment was completed to identify:</p> <ul style="list-style-type: none"> • How Workers might be exposed to COVID-19s; and • Controls necessary to mitigate or lower those risks. <p>Correctional facilities were initially identified in the DOJ overall assessment; however, due to the nature of operations being different than other office-type DOJ operations, this separate assessment has been developed and can be modified if/when circumstances change.</p> <p>Current Operations GNWT wide direction was given on March 17, 2020 that the majority of GNWT employees would be asked to work from home until further notice. Only employees who had been deemed to be essential, requiring on site presence are to attend work; Corrections is considered essential and requires considerations of hazards and the risks to employees required to work and persons in our care. Vulnerable staff were asked to self-identify and have done so, risk assessment completed for these individuals.</p> <p>At this time, all leave is being granted with restrictions to ensure availability for emergencies only and will be looked at on a case-by-case basis.</p>				

Non-essential service employees may be re-deployed to assist at correctional facilities. These employees would receive basic security orientation and would be paired with experienced facility staff to work in lower risk areas.

All facilities Standing Orders under Epidemics and Outbreaks have been completed and shared with all staff as part of continuity planning, all facilities have notified their inmate advisory committees and all wardens have met with the inmates and communicated requirements.

Facilities are equipped with medical isolation cells where symptomatic inmates will be placed until they are medically cleared to return to general population.

General Safety Precautions

Signage

Extensive signage has been placed for staff (ie: proper use of PPE, hand sanitizers, hand hygiene) and inmates

Physical Distancing

To reduce the risk of transmission, physical distancing (6 feet or 2 metres) has been implemented with all occupants (inmates, staff, visitors and contractors)

Masks provided for all staff and inmates when there cannot be physical distancing

Physical distancing room identified for meetings with staff, inmates and contractors

Commonly used areas have 6 foot marking on floor

Staff and inmate meal protocol in place to ensure physical distancing during meal times.

Hygiene

Staff and inmates have been asked to wash their hands regularly with soap and water or use hand sanitizer if soap and water are not available; and practice safe respiratory and coughing/sneezing etiquette.

Institutional nurse provided an educational session to all staff and inmates on Healthy Respiratory Practices and Hand Washing

Hand sanitizer required by all staff, inmates, visitors and contractors upon entry to facility; in addition staff and inmates required to hand wash afterwards

Signage placed at staff and main entrance in throughout facility

PPE

Staff will don PPE (gown, mask and gloves) when responding to a serious incident or escorting a symptomatic inmate. All other uses identified in routine standing orders will continue to apply. Staff and inmates are familiar with donning PPE and posters have been

posted throughout the facilities.
 PPE made readily available at staff and main entrance for inmates, staff, visitors and contractors
 PPE stores have been identified and purchased to meet contingency plan needs

Cleaning

Increased frequency of cleaning common surfaces is significant in controlling the spread during a respiratory infection outbreak.
 Standard cleaning supplies are sufficient for this.
 Increased sanitization implemented throughout facility for commonly shared/individual work spaces for staff to complete during each shift and throughout facility

Waste Management

Routine practices are sufficient at this time. Nursing personnel will comply with any requirements set out by CPHO or designate for healthcare equipment. Within the facilities, receptacles have been set up in the facility for one-time use items and for items that can be cleaned (ie: laundry)
 All inmates are scheduled to complete laundry individually

Medication

Due to the risk of supply chain interruption, where possible increased stock of basic medical supplies has been put in place. No concerns identified with dispensing medication.

Meals

Facilities have the option of moving to disposable plates and utensils for anyone in isolation or any other required use if/as pandemic expands. Alternative food service arrangements on standby in the even kitchen staff are unavailable.
 Additional food stores have been identified and purchased accordingly to meet need in the event of contingency

	Hazard	Risk	Risk Treatment	Risk Level
Corrections				
1.	Entry control	Risk of symptomatic person accesses	All visitors, contractors, non-essential	Medium


		facility	employees not permitted in correctional facilities. Where required, confidential in-person meetings with official visitors (lawyers, spiritual advisors, elders) can be accommodated without direct contact using behind-glass visitation rooms.	
2.	Common surfaces	Risk of contamination on common surfaces	Cleaning supplies readily available for cleaning common surfaces and increased cleaning routines (ie: shower and washroom areas, desks, counters, all surfaces, keyboards, telephones, doors, etc) Extensive signage posted throughout facility.	Medium
3.	Physical distancing (2 metres or more)	Risk of close proximity to others	Physical distancing: Limited 3 inmates per table; must have physical distancing in common area (ie: television), meals are being served one at a time and inmates eat at table; gym has increased cleaning after each use and some restrictions such as removal of contact games/sports; limited to walking/running while separated; weight equipment is cleaned after each use; program delivery is ongoing but physical distancing and smaller class sizes implemented; physical distancing protocol implanted and room identified to meet operational requirement	Medium
4.	Symptomatic inmate	Risk of infecting someone else	Inmate immediately dons mask and reports to nurse. Officer(s) escorting symptomatic inmate will also don PPE as per contact and droplet precautions, contingency plan	Medium

			implemented	
5.	Admissions – new intakes	Risk of infected person being in custody	SMCC does not admit new intake though in the rare event that this may occur, additional health screening questionnaire implemented implemented; new intakes remain outside general population until verified by medical staff	Medium
6.	Infection precautions in dorms/facility	Risk of spreading within dorms/facility	Separated disposal stations in dorms/facility; one-time use items (masks/gloves) and laundered items (inmate clothing)	Medium
7.	Case Management/Program staff/nursing staff, corrections staff and administration staff	Physical distancing	Meetings with inmates in physical distancing room where they can maintain physical distancing and adhering to all established hazard control measures	Medium
8.	Inmate supplies and cleaning	Hygiene	Clothing is washed in hot water as per instructions from CPHO; mattresses undergo enhanced cleaning when finished being used by each inmate.	Medium

Occupational Risk Levels for COVID-19

Exposure Risk Level	Sample occupations
<input type="checkbox"/> Very High	Jobs such as healthcare workers who have significant exposure to the virus and laboratory personnel who work with COVID-19 specimen.
<input type="checkbox"/> High	Jobs such as healthcare delivery and clinical support workers who must enter patients' rooms, but who may not have direct exposure to infected patients; and medical transport workers who transport patients.
<input checked="" type="checkbox"/> Medium	Roles and responsibilities that require frequent or close contact with (i.e., within 2 metres of) people who may be infected. Workers in this risk group may have frequent contact with travelers who may return from locations outside of the territory, such as cab drivers, group home workers, and daycare workers.
<input type="checkbox"/> Lower Risk (Caution)	Jobs that do not require frequent close contact with (i.e., within 2 metres of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Determine hazard control measures

 <p>Best</p> <p>Least</p>	<input type="checkbox"/> Eliminate the hazard: This removes the task, equipment, chemical, or act that is causing the hazard. For example, have Workers work remotely.
	<input checked="" type="checkbox"/> Substitute: Change the work process, person, substance, tool or equipment for a less hazardous one.
	<input type="checkbox"/> Engineer: Design the work site, equipment, or process to minimize, eliminate, or contain the hazard. For example can a barrier be installed to protect Workers?
	<input checked="" type="checkbox"/> Administrate: Limit the Worker's exposure to the hazard through safe work procedures. For example make sure Workers are trained on hand washing, know the symptoms of COVID-19, and limit exposure to the public, clients, or customers.
	<input checked="" type="checkbox"/> Personal Protective Equipment: Used as a last resort to protect a Worker from exposure to a hazard. For example wear gloves.

Measuring the effectiveness:

- Wardens will be required to conduct daily checks to ensure the above is being adhered to. Adherence and practicality will also be assessed during inspections and safety meetings.
- If the control does not work, we need to review and revise the control.
- Ensure you discuss with Workers.

Regularly review this hazard assessment with Workers and revise when the work environment changes.

Contact DOJ's OHS Specialist for assistance with updating.

COVID-19 and the Workplace: General Precautions and a Risk Assessment

Risk Assessment

Reference: <https://www.osha.gov/Publications/OSHA3990.pdf>


Complete the following risk assessment to identify:

- How Workers might be exposed to COVID-19, including sources such as the general public, customers, and coworkers;
- Workers' individual risk factors (e.g., older age, chronic medical conditions, pregnancy); and
- Controls necessary to mitigate or lower those risks.

Occupational Risk Levels for COVID-19

Exposure Risk Level	Sample occupations
<input type="checkbox"/> Very High	Jobs such as healthcare workers who have significant exposure to the virus and laboratory personnel who work with COVID-19 specimen.
<input type="checkbox"/> High	Jobs such as healthcare delivery and clinical support workers who must enter patients' rooms, but who may not have direct exposure to infected patients; and medical transport workers who transport patients.
<input checked="" type="checkbox"/> Medium	Roles and responsibilities that require frequent or close contact with (i.e., within 2 metres of) people who may be infected. Workers in this risk group may have frequent contact with travelers who may return from locations outside of the territory, such as cab drivers, group home workers, and daycare workers.
<input type="checkbox"/> Lower Risk (Caution)	Jobs that do not require frequent close contact with (i.e., within 2 metres of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Determine hazard control measures. Can you:

<p>Best</p>  <p>Least</p>	<input type="checkbox"/> Eliminate the hazard: This removes the task, equipment, chemical, or act that is causing the hazard. For example, have Workers work remotely.
	<input checked="" type="checkbox"/> Substitute: Change the work process, person, substance, tool or equipment for a less hazardous one.
	<input type="checkbox"/> Engineer: Design the work site, equipment, or process to minimize, eliminate, or contain the hazard. For example can a barrier be installed to protect Workers?
	<input checked="" type="checkbox"/> Administrative: Limit the Worker's exposure to the hazard through safe work procedures. For example make sure Workers are trained on hand washing, know the symptoms of COVID-19, and limit exposure to the public, clients, or customers.
	<input checked="" type="checkbox"/> Personal Protective Equipment: Used as a last resort to protect a Worker from exposure to a hazard. For example wear gloves.

Use the table on p. 3 to note the hazards and document the controls you will implement.

COVID-19 and the Workplace: General Precautions and a Risk Assessment

Table: Implement the hazard controls

Hazard that leads to exposure	Control Method
1. Contact with potential virus through inmates and staff	All staff and inmates are screened prior to being approved entry into facility. Practice healthy practices and hand
2. same as above.	washing. Practice physical distancing and when unable to physical distance, use PPE(mask).
3. Contact with commonly touched surface areas.	Frequent sanitization of surfaces, frequent hand washing/hand sanitization, not touching face with hands.
4. Contractors	All contractors are screened prior to being approved entry. Hand sanitizer use upon entry. Maintain physical distance
5. same as above. Public outing	and if unable to, wear PPE(mask). Wear(PPE) mask, physical distance, handwash/sanitize.
6. Exempt CPHO Contractors Control - Tested day 1 and again on day 8	Screened prior to being approved entry to facility. Hand sanitizer use. Limit any unnecessary contact when on site,
7. same as above.	maintain physical distancing, wear PPE(mask) when on duty and contractor on site during 14 day period. Frequent hand
8. same as above.	washing/hand sanitization.Frequent sanitization commonly touched areas when on duty. Control movement workstation
<p>For each control, you should be able to answer yes to these questions:</p> <p><input checked="" type="checkbox"/> Have you discussed the hazards and controls with the Workers?</p> <p><input checked="" type="checkbox"/> Have provided training for these control measures?</p> <p><input checked="" type="checkbox"/> Have you saved a copy of this risk assessment?</p>	

Step 5: Measure the effectiveness:

- Create a plan to monitor that the controls are working. For example: check during inspections, discuss at a safety meeting, develop a pre-shift checklist.
- If the control does not work, review and revise the control.
- Make sure you discuss all options with Workers.

**Regularly review this hazard assessment with Workers,
and revise when the work environment changes.**

You do not need to submit this assessment to WSCC.

To have an OHS Inspector assist you with your risk assessment, please email Covid-19@wsc.nt.ca.

For all other concerns related to COVID-19, visit
<https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19>.

COVID-19 and the Workplace: General Precautions and a Risk Assessment

General Safety Precautions

Advise Workers that all resident returning from outside the NWT, or who are unwell, must self-isolate per the Chief Public Health Officer's direction: <https://www.gov.nt.ca/en/newsroom/chief-public-health-officer-orders-travel-restrictions-and-self-isolation-those-entering>.

To reduce the risk of transmission, ensure the following safety precautions are implemented:

- Staff must maintain a distance of 2 meters between themselves and customers at all times
- Staff should wash their hands regularly with soap and water or use hand sanitizer if soap and water are not available.
- Hand sanitizing stations should be installed in areas frequently touched by staff and customers.
- Staff should be provided with disposable gloves for handling money and garbage.
- Frequently touched areas should be disinfected more often.
- Staff should be educated about healthy respiratory practices (see <https://www.hss.gov.nt.ca/sites/hss/files/resources/healthy-respiratory-practices.pdf>).

Discuss the following precautions with Workers, to ensure everyone understands the necessary protective measures:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water
- Maintain a distance of 2 metres (6 feet) between yourself and others
- Do not touch your face
- Use disposable gloves when handling items others have touched
- Regularly clean and disinfect communal equipment such as telephones, keyboards, cash registers
- Encourage customers to pay electronically whenever possible
- Place signage or other visible indicators to promote social distancing in lines or waiting for service
- Limit the number of customers in the business at any given time
- If you are an essential service, evaluate your shift options. Can you reduce the number of staff of each shift, can staff work remotely or can you add more shifts?
- Wear protective gloves when handling garbage and clean your hands with soap and water when done
- Regularly disinfect high touch items such as toilets, sink taps, handles, door knobs, light switches, cellphones, frequently throughout the day
- Follow good respiratory hygiene practices: cover your mouth and nose with your elbow or a tissue when you cough or sneeze, and throw the tissue away when done

References:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
<https://www.hss.gov.nt.ca/sites/hss/files/resources/self-isolation-information-sheet.pdf>

For all other concerns related to COVID-19, visit <https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19>.

COVID-19 and the Workplace: General Precautions and a Risk Assessment

Risk Assessment

Reference: <https://www.osha.gov/Publications/OSHA3990.pdf>


Complete the following risk assessment to identify:

- How Workers might be exposed to COVID-19, including sources such as the general public, customers, and coworkers;
- Workers' individual risk factors (e.g., older age, chronic medical conditions, pregnancy); and
- Controls necessary to mitigate or lower those risks.

Occupational Risk Levels for COVID-19

Exposure Risk Level	Sample occupations
<input type="checkbox"/> Very High	Jobs such as healthcare workers who have significant exposure to the virus and laboratory personnel who work with COVID-19 specimen.
<input type="checkbox"/> High	Jobs such as healthcare delivery and clinical support workers who must enter patients' rooms, but who may not have direct exposure to infected patients; and medical transport workers who transport patients.
<input checked="" type="checkbox"/> Medium	Roles and responsibilities that require frequent or close contact with (i.e., within 2 metres of) people who may be infected. Workers in this risk group may have frequent contact with travelers who may return from locations outside of the territory, such as cab drivers, group home workers, and daycare workers.
<input type="checkbox"/> Lower Risk (Caution)	Jobs that do not require frequent close contact with (i.e., within 2 metres of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Determine hazard control measures. Can you:

<p>Best</p>  <p>Least</p>	<input type="checkbox"/> Eliminate the hazard: This removes the task, equipment, chemical, or act that is causing the hazard. For example, have Workers work remotely.
	<input checked="" type="checkbox"/> Substitute: Change the work process, person, substance, tool or equipment for a less hazardous one.
	<input type="checkbox"/> Engineer: Design the work site, equipment, or process to minimize, eliminate, or contain the hazard. For example can a barrier be installed to protect Workers?
	<input checked="" type="checkbox"/> Administrative: Limit the Worker's exposure to the hazard through safe work procedures. For example make sure Workers are trained on hand washing, know the symptoms of COVID-19, and limit exposure to the public, clients, or customers.
	<input checked="" type="checkbox"/> Personal Protective Equipment: Used as a last resort to protect a Worker from exposure to a hazard. For example wear gloves.

Use the table on p. 3 to note the hazards and document the controls you will implement.

COVID-19 and the Workplace: General Precautions and a Risk Assessment

Table: Implement the hazard controls

Hazard that leads to exposure	Control Method
1. Contact with potential virus through inmates and staff	All staff and inmates are screened prior to being approved entry into facility. Practice healthy practices and hand
2. same as above.	washing. Practice physical distancing and when unable to physical distance, use PPE(mask).
3. Contact with commonly touched surface areas.	Frequent sanitization of surfaces, frequent hand washing/hand sanitization, not touching face with hands.
4. Contractors	All contractors are screened prior to being approved entry. Hand sanitizer use upon entry. Maintain physical distance
5. same as above. Public outing	and if unable to, wear PPE(mask). Wear(PPE) mask, physical distance, handwash/sanitize.
6. Exempt CPHO Contractors Control - Tested day 1 and again on day 8	Screened prior to being approved entry to facility. Hand sanitizer use. Limit any unnecessary contact when on site,
7. same as above.	maintain physical distancing, wear PPE(mask) when on duty and contractor on site during 14 day period. Frequent hand
8. same as above.	washing/hand sanitization.Frequent sanitization commonly touched areas when on duty. Control movement workstation
<p>For each control, you should be able to answer yes to these questions:</p> <p><input checked="" type="checkbox"/> Have you discussed the hazards and controls with the Workers?</p> <p><input checked="" type="checkbox"/> Have provided training for these control measures?</p> <p><input checked="" type="checkbox"/> Have you saved a copy of this risk assessment?</p>	

Step 5: Measure the effectiveness:

- Create a plan to monitor that the controls are working. For example: check during inspections, discuss at a safety meeting, develop a pre-shift checklist.
- If the control does not work, review and revise the control.
- Make sure you discuss all options with Workers.

**Regularly review this hazard assessment with Workers,
and revise when the work environment changes.**

You do not need to submit this assessment to WSCC.

To have an OHS Inspector assist you with your risk assessment, please email Covid-19@wsc.nt.ca.

For all other concerns related to COVID-19, visit
<https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19>.

COVID-19 and the Workplace: General Precautions and a Risk Assessment

General Safety Precautions

Advise Workers that all resident returning from outside the NWT, or who are unwell, must self-isolate per the Chief Public Health Officer's direction: <https://www.gov.nt.ca/en/newsroom/chief-public-health-officer-orders-travel-restrictions-and-self-isolation-those-entering>.

To reduce the risk of transmission, ensure the following safety precautions are implemented:

- Staff must maintain a distance of 2 meters between themselves and customers at all times
- Staff should wash their hands regularly with soap and water or use hand sanitizer if soap and water are not available.
- Hand sanitizing stations should be installed in areas frequently touched by staff and customers.
- Staff should be provided with disposable gloves for handling money and garbage.
- Frequently touched areas should be disinfected more often.
- Staff should be educated about healthy respiratory practices (see <https://www.hss.gov.nt.ca/sites/hss/files/resources/healthy-respiratory-practices.pdf>).

Discuss the following precautions with Workers, to ensure everyone understands the necessary protective measures:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water
- Maintain a distance of 2 metres (6 feet) between yourself and others
- Do not touch your face
- Use disposable gloves when handling items others have touched
- Regularly clean and disinfect communal equipment such as telephones, keyboards, cash registers
- Encourage customers to pay electronically whenever possible
- Place signage or other visible indicators to promote social distancing in lines or waiting for service
- Limit the number of customers in the business at any given time
- If you are an essential service, evaluate your shift options. Can you reduce the number of staff of each shift, can staff work remotely or can you add more shifts?
- Wear protective gloves when handling garbage and clean your hands with soap and water when done
- Regularly disinfect high touch items such as toilets, sink taps, handles, door knobs, light switches, cellphones, frequently throughout the day
- Follow good respiratory hygiene practices: cover your mouth and nose with your elbow or a tissue when you cough or sneeze, and throw the tissue away when done

References:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
<https://www.hss.gov.nt.ca/sites/hss/files/resources/self-isolation-information-sheet.pdf>

For all other concerns related to COVID-19, visit <https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19>.



[KITCHEN STAFF SMCC]

General Precautions and Risk Assessment

This worksheet will guide GNWT Departments and Agencies to determine if an employee(s) can safely be on the worksite under the current direction of the NWT Chief Public Health Officer. This document can be tailored to worksites across the Government of the Northwest Territories and will assist with assessing required safety measures.

Can an Employee be at the Worksite?

1. Is the Employee ill, or do they have a cough, shortness of breath, or a temperature?	
<input checked="" type="radio"/> NO – proceed to question 2	<input type="radio"/> YES – stay home until they are symptom free or receive negative test result. If the employee is concerned about COVID-19, please refer them to the NTHSSA Operational Response for COVID-19 Preparedness at: https://www.nthssa.ca/en/newsroom/public-noticenthssa-%E2%80%93-operational-response-covid-19-%20preparedness Please note that the NTHSSA health care providers will not be providing sick notes to employers during this time.
2. Has the Employee returned from outside the NWT within the last 14 days?	
<input checked="" type="radio"/> NO – proceed to question 3	<input type="radio"/> YES – follow the directions for self-isolation provided by the Department of Health and Social Services at https://www.hss.gov.nt.ca/en/services/coronavirusdisease-covid-19/self-isolation
3. Does the Employee perform critical essential services requiring on-site attendance?	
<input type="radio"/> NO – proceed to question 4	<input checked="" type="radio"/> YES – take all reasonable protective measures (including physical distancing) and perform a risk assessment (<i>Appendix A</i>).
4. Can the Employee work remotely? Only employees performing critical essential services requiring on-site attendance are currently permitted in GNWT workplaces.	
<input type="radio"/> NO – where remote work is not feasible, employee is not to report to work	<input type="radio"/> YES – complete the OHS safety checklist (<i>Appendix B</i>)

If you would like remote assistance from Corporate Occupational Health and Safety related to COVID-19 for your worksite, please contact Sara Munroe, Corporate OHS Advisor, Sara_munroe@gov.nt.ca

For all other concerns related to COVID-19, visit:

<https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19>

Recommended Protective Measures for Symptom-free Employees:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub (60% alcohol) or wash them with soap and water.
- Maintain a distance of 1 to 2 metres (3 to 6 feet) between yourself and others.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect regularly touched items such as toilets, sink taps, handles, door knobs, light switches, cellphones, etc. frequently throughout the day.
- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately or place in plastic baggy.
- **Stay home if you feel unwell.**

Safety Assessment:

- Can employees maintain a distance of 1 to 2 meters between themselves and others?
- Do employees have access to a handwashing station with running water and hand sanitizing stations at areas that are frequently touched by others?
- Do employees have access to disposable gloves when handling money and garbage? (if applicable)
- Are there cleaning supplies available to employees to disinfect frequently touched areas?
- Have employees been educated about healthy respiratory practices (see <https://www.hss.gov.nt.ca/sites/hss/files/resources/healthy-respiratory-practices.pdf>)
- Have any employees returned from destinations outside of the NWT, or been in contact with a person with COVID-19, and have been advised to self-isolate for 14 days (see <https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19/self-isolation>)?

Precautions to take at the Workplace:

- Discuss respiratory hygiene practices with employees and the importance of using healthy respiratory practices.
- Provide employees with disposable gloves and disinfecting supplies, such as disinfecting wipes or sprays and paper towel, especially if all employees use communal equipment such as telephones, keyboards, etc.
- If possible, develop a plan to prevent employees from sharing communal equipment, keyboards, etc. If this is required, have employees disinfect equipment between users and use gloves.
- If clients are waiting in line at the workplace, place signage to encourage social distancing while waiting in line.
- Consider shift options. Is it possible to have fewer people at the worksite over more shifts?
- Inform employees who are sick to stay at home and self-isolate, and to contact their public health unit or health centre if they have a fever, cough or difficulty breathing?

References:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

<https://www.hss.gov.nt.ca/sites/hss/files/resources/self-isolation-information-sheet.pdf>

<https://www.justice.gov.nt.ca/en/legislation/#gn-filebrowse-0:/p/public-service/>

Appendix A

Sample Risk Assessment

Purpose: To ensure the health and safety of workers who provide critical essential services requiring on-site attendance in the workplace (i.e. are unable to work remotely).

Step 1: Consult with employees to identify hazards and their potential for causing harm:

Hazards Related to Exposure of COVID-19 (examples):

- Employees cannot maintain a protective distance of 1 – 2 meters between themselves and others.
- Employees do not have access to a handwashing station with running water or hand sanitizing stations.
- Employees do not have access to disposable gloves when handling money and garbage.
- Employees do not have the option to work remotely
- Cleaning supplies are not available to Employees to disinfect frequently touched areas.
- Employees have not received training about healthy respiratory practices.
- Employees have recently returned from a destination outside of the NWT or have been in contact with a person with COVID-19.
- Other:

Step 2: Determine Risk of Harm

Risk = Severity x Likelihood		Severity			Hazard	Priority	Notes
		1. Minimal	2. Minor	3. Serious			
Likelihood	1. Possible	1	2	3	Maintaining physical distancing of 2 metres	1	
	2. Probably	2	4	6			
	3. Likely	3	6	9			

Step3: Determine Hazard Control Measures

<p>Best</p> <p>Least</p>	Eliminate the hazard: This removes the task, equipment, chemical, or act that is causing the hazard.
	Substitute: Change the work process, person, substance, tool or equipment for a less hazardous one.
	Engineer: Design the worksite, equipment, or process to minimize, eliminate, or contain the hazard.
	Administrate: Limit the worker's exposure to the hazard through safe work procedures.
	Personal Protective Equipment: Used as a last resort to protect a worker from exposure to a hazard.

Step 4: Implement the Hazard Controls

Hazard	Control Method
1. Limit worker's exposure to COVID- 19	Administrative: Staff screening implemented upon entrance to facility, including temperature taking, hand sanitization required upon entry, then required to hand wash prior to entering personal work station. +
2. Design work site and process to minimize risk	Engineer: Reduced access to facility from outside sources: inmate personal visits suspended at this time. Only essential services and contractors required entry in facility permitted, supply deliverers dropped off outside facility entrance. +
3. Change work process to minimize risk	Substitute: Cleaning supplies available in kitchen to sanitize work space. Cloth masks issued, to provide additional safety and prevention. Cloth masks are to be worn when unable to physical distance.
4. Protect worker from hazard	Personal protective equipment: surgical masks and gloves available on site, when required as per policy.
5. Essential Service workers in facility from out of Province	Contractors to provide schedule of work areas prior to work being started. Certain area's blocked off to prevent staff and inmates from entering. Contractors are to walk on opposite side of kitchen door to reduce risk. Email sent from Management to +
6.	
<p>For each control, you should be able to answer yes to these questions:</p> <ul style="list-style-type: none"> • Have you discussed the hazard(s) and control(s) with the employee? • Do you have documentation to show this? • If training is required, have you provided this to the employee(s)? 	

Step 5: Measure the Effectiveness of Controls

- Create a plan to monitor that the controls are working e.g. next safety discussion with employees
- If the controls are not effective, review and revise.
- Make sure all employees are aware of the controls.

Keep this hazard assessment on file for future reference

Appendix B

Work at Home Safety Assessment Guidelines

This is a set of guidelines intended to help you work safely from home.
Do your best to assemble your home workspace according to these guidelines.

Employee Name:	
Position Title:	
Supervisor:	

Do you have the following to assist you in your remote work environment?

- A space or room where it is easy to concentrate - preferably separate from other living areas and away from the television
- Necessary telephone lines (separate from family line if required) and voice mail
- Internet connections
- Control over temperature, light and sound
- Household members who will understand you are working and will not disturb you unnecessarily

Ergonomic considerations:

- Is your workstation adjusted properly, so that you are able to sit comfortably at it?
- Do you have good lighting at your remote work station? For example, you should not have reflections on or glare from the computer monitor.
- Do you have a schedule for breaks while working at home? Extended hours in the same body position or repeated motions can lead to various musculoskeletal injuries.

For more information about setting up a workstation, please see refer to the Ergonomic Self Assessment provided on the next page.

Fire Protection

- Do you have a properly functioning smoke detector?
- Do you have a fire extinguisher and clear access to it?
- Are your exits clear?

Emergency Procedures

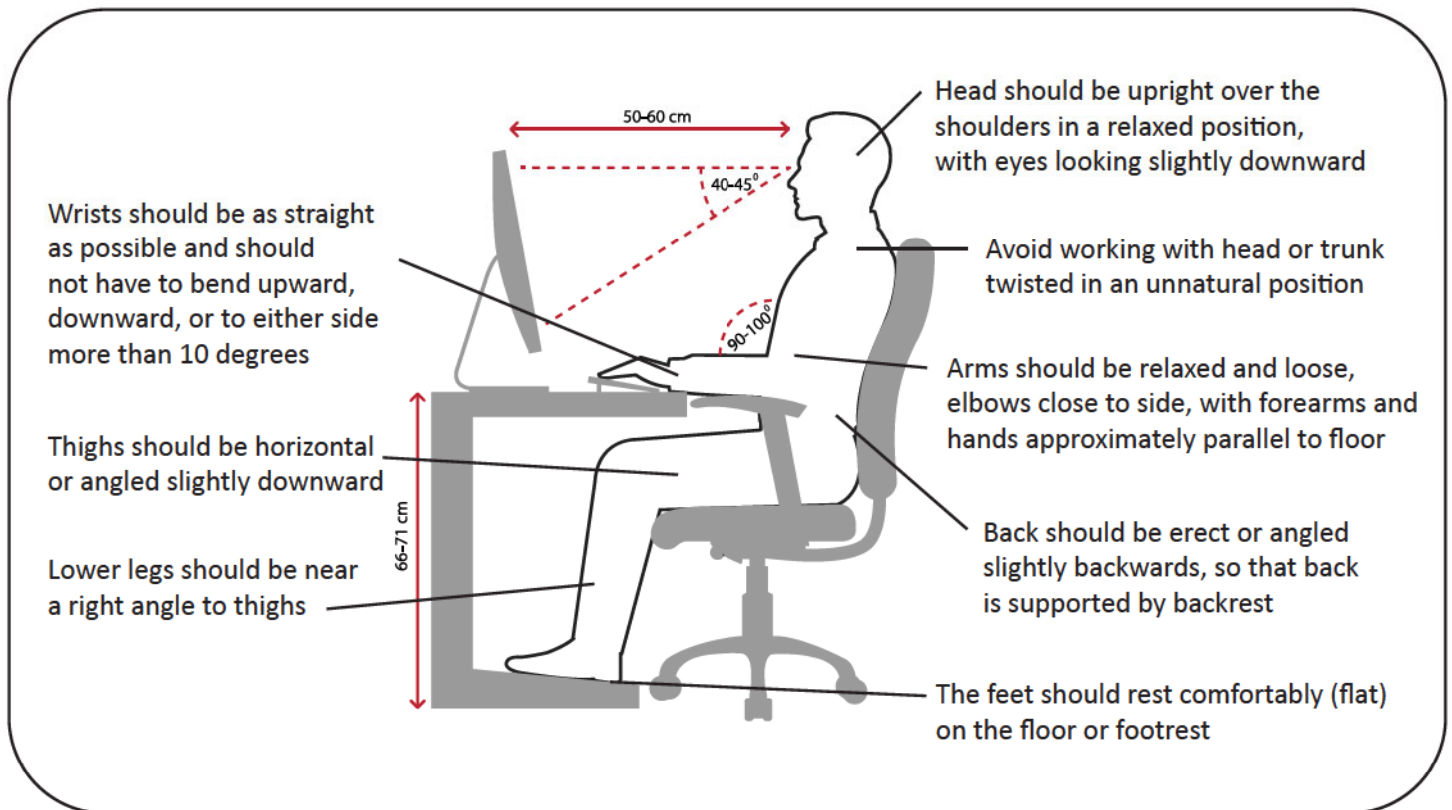
- Do you have first aid supplies?
- Do you have emergency contact numbers posted near the telephone?
- Do you have a plan for evacuation?
- Do you understand that the regular Hazard and Incident reporting process is the same when working from home?

Electrical Safety

- Are any extension cords in good condition and positioned properly?
- Are cords and cables causing a tripping hazard?
- Are outlets grounded and not overloaded?
- Do you have surge protection for electrical equipment?

Ergonomic Self Assessment Guide

Keep the following neutral posture guidelines in mind as you work through the checklist.
This quick checklist will assist you to properly set up your workstation when an office move occurs.



Keyboard and Keyboard Tray

- Set angle of platform so that it is flat
- Adjust height so that when typing, the wrists remain in or close to, a neutral position
- If the keyboard tray does not adjust this way, raise or lower chair until wrists/arms are in a neutral position (refer to section on chairs)
- Set keyboard so that the legs are folded in
- Centre body over alpha portion of keyboard if this is where most of time is spent
- Be aware that it is not necessary to type forcefully

Wrist Rest

- Be aware that when typing, wrists should not rest on a sharp edge such as desk edge
- Use a wrist rest only when not typing
- Be aware that a wrist rest is designed to help keep wrists straight

Mouse

- Position mouse so that it is next to the keyboard on keyboard tray
- If there is no room, a mouse house can be used as a temporary measure or the keyboard tray can be extended to accommodate a mouse
- Increase reaction mouse speed to reduce wrist movements

Chair

- Adjust chair so that it offers the best lower back (lumbar) support possible
- Set seat pan to horizontal (neutral) position or angle slightly back for appropriate comfort
- Adjust seat height so that arms and wrists are in a neutral position when typing
- Feet should be flat on floor and knees at approximately 90 degrees – if not, use a footrest

Footrest (if required)

- Place footrest on the floor close to the chair
- Adjust height so that footrest relieves pressure from behind legs when sitting (this can also be accomplished by adjusting the height of the chair)

Monitor

- Locate monitor directly in front of keyboard
- Top of monitor display screen should be at eye level when sitting up straight (may need to be slightly lower for bifocal and trifocal users)
- Be aware that bifocal or progressive lens wearers may experience difficulty, and may want to change to eyewear better suited for the work environment (consult with optometrist or ophthalmologist)
- Keep monitor far enough away so that it can be read comfortably (for most people this will be about an arm's length away)
- Adjust the contrast and brightness to a comfortable level (generally high contrast and low brightness is best)

Desk

- Organize accessories on desk so that items used most frequently are close by, e.g.:
 - Frequently used 0 - 30 cm (0 - 12 inches)
 - Occasionally used 30 - 50 cm (12 - 20 inches)
 - Seldom used more than 50 cm (more than 20 inches)
- Manage keyboard and mouse wires by routing them underneath the desk so they are not in the way

Telephone

- Place telephone on left side if right handed and vice versa
- Be aware a telephone headset is a good alternative if phone is used frequently or for prolonged periods
- Use a telephone stand if numbers on the telephone screen are difficult to read

Lighting

- Adjust the level of light (if possible) to make it easy to see the screen without squinting or straining
- Adjust the computer screen by tilting or moving so it is free of reflected glare (a monitor visor and/or an anti-glare screen can be utilized)
- Position monitor so that line of sight is parallel to window (if possible)
- Ensure there is enough light to read documents easily

Desk Lamp (Task Lighting)

- Move desk lamp so that it illuminates the documents being worked on
- Avoid having the light directed at monitor, face or eyes
- Ensure task lighting is a type where bulb is sufficiently recessed so as not to cause a bright spot in field of vision



[PROGRAM STAFF SMCC]

General Precautions and Risk Assessment

This worksheet will guide GNWT Departments and Agencies to determine if an employee(s) can safely be on the worksite under the current direction of the NWT Chief Public Health Officer. This document can be tailored to worksites across the Government of the Northwest Territories and will assist with assessing required safety measures.

Can an Employee be at the Worksite?

1. Is the Employee ill, or do they have a cough, shortness of breath, or a temperature?	
<input checked="" type="radio"/> NO – proceed to question 2	<input type="radio"/> YES – stay home until they are symptom free or receive negative test result. If the employee is concerned about COVID-19, please refer them to the NTHSSA Operational Response for COVID-19 Preparedness at: https://www.nthssa.ca/en/newsroom/public-noticenthssa-%E2%80%93-operational-response-covid-19-%20preparedness Please note that the NTHSSA health care providers will not be providing sick notes to employers during this time.
2. Has the Employee returned from outside the NWT within the last 14 days?	
<input checked="" type="radio"/> NO – proceed to question 3	<input type="radio"/> YES – follow the directions for self-isolation provided by the Department of Health and Social Services at https://www.hss.gov.nt.ca/en/services/coronavirusdisease-covid-19/self-isolation
3. Does the Employee perform critical essential services requiring on-site attendance?	
<input type="radio"/> NO – proceed to question 4	<input checked="" type="radio"/> YES – take all reasonable protective measures (including physical distancing) and perform a risk assessment (<i>Appendix A</i>).
4. Can the Employee work remotely? Only employees performing critical essential services requiring on-site attendance are currently permitted in GNWT workplaces.	
<input type="radio"/> NO – where remote work is not feasible, employee is not to report to work	<input type="radio"/> YES – complete the OHS safety checklist (<i>Appendix B</i>)

If you would like remote assistance from Corporate Occupational Health and Safety related to COVID-19 for your worksite, please contact Sara Munroe, Corporate OHS Advisor, Sara_munroe@gov.nt.ca

For all other concerns related to COVID-19, visit:

<https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19>

Recommended Protective Measures for Symptom-free Employees:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub (60% alcohol) or wash them with soap and water.
- Maintain a distance of 1 to 2 metres (3 to 6 feet) between yourself and others.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect regularly touched items such as toilets, sink taps, handles, door knobs, light switches, cellphones, etc. frequently throughout the day.
- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately or place in plastic baggy.
- **Stay home if you feel unwell.**

Safety Assessment:

- Can employees maintain a distance of 1 to 2 meters between themselves and others?
- Do employees have access to a handwashing station with running water and hand sanitizing stations at areas that are frequently touched by others?
- Do employees have access to disposable gloves when handling money and garbage? (if applicable)
- Are there cleaning supplies available to employees to disinfect frequently touched areas?
- Have employees been educated about healthy respiratory practices (see <https://www.hss.gov.nt.ca/sites/hss/files/resources/healthy-respiratory-practices.pdf>)
- Have any employees returned from destinations outside of the NWT, or been in contact with a person with COVID-19, and have been advised to self-isolate for 14 days (see <https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19/self-isolation>)?

Precautions to take at the Workplace:

- Discuss respiratory hygiene practices with employees and the importance of using healthy respiratory practices.
- Provide employees with disposable gloves and disinfecting supplies, such as disinfecting wipes or sprays and paper towel, especially if all employees use communal equipment such as telephones, keyboards, etc.
- If possible, develop a plan to prevent employees from sharing communal equipment, keyboards, etc. If this is required, have employees disinfect equipment between users and use gloves.
- If clients are waiting in line at the workplace, place signage to encourage social distancing while waiting in line.
- Consider shift options. Is it possible to have fewer people at the worksite over more shifts?
- Inform employees who are sick to stay at home and self-isolate, and to contact their public health unit or health centre if they have a fever, cough or difficulty breathing?

References:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

<https://www.hss.gov.nt.ca/sites/hss/files/resources/self-isolation-information-sheet.pdf>

<https://www.justice.gov.nt.ca/en/legislation/#gn-filebrowse-0:/p/public-service/>

Appendix A

Sample Risk Assessment

Purpose: To ensure the health and safety of workers who provide critical essential services requiring on-site attendance in the workplace (i.e. are unable to work remotely).

Step 1: Consult with employees to identify hazards and their potential for causing harm:

Hazards Related to Exposure of COVID-19 (examples):

- Employees cannot maintain a protective distance of 1 – 2 meters between themselves and others.
- Employees do not have access to a handwashing station with running water or hand sanitizing stations.
- Employees do not have access to disposable gloves when handling money and garbage.
- Employees do not have the option to work remotely
- Cleaning supplies are not available to Employees to disinfect frequently touched areas.
- Employees have not received training about healthy respiratory practices.
- Employees have recently returned from a destination outside of the NWT or have been in contact with a person with COVID-19.
- Other:

Step 2: Determine Risk of Harm

Risk = Severity x Likelihood		Severity			Hazard	Priority	Notes
		1. Minimal	2. Minor	3. Serious			
Likelihood	1. Possible	1	2	3	Maintaining physical distancing of 2 metres	1	
	2. Probably	2	4	6			
	3. Likely	3	6	9			

Step3: Determine Hazard Control Measures

<p>Best</p> <p>Least</p>	Eliminate the hazard: This removes the task, equipment, chemical, or act that is causing the hazard.
	Substitute: Change the work process, person, substance, tool or equipment for a less hazardous one.
	Engineer: Design the worksite, equipment, or process to minimize, eliminate, or contain the hazard.
	Administrate: Limit the worker's exposure to the hazard through safe work procedures.
	Personal Protective Equipment: Used as a last resort to protect a worker from exposure to a hazard.

Step 4: Implement the Hazard Controls

Hazard	Control Method
1. Limit worker's exposure to COVID- 19	Administrative: Staff screening implemented upon entrance to facility, hand sanitization required upon entry, then required to hand wash prior to entering personal work station. All essential suppliers and contractors screened prior to entry
2. Design work site and process to minimize risk	Engineer: Program number of participants reduced, program classroom arranged to support physical distancing. Hand sanitizer available if program delivered in Teaching Lodge, due to no access to hand washing station. Alternate site, TV room
3. Change work process to minimize risk	Substitute: No one to one counseling permitted in personal office. Physical distancing room available in old remand unit to facilitate counseling, cleaning supplies available to sanitize after each use. Cloth masks to be issued, to provide additional
4. Protect worker from hazard	Personal protective equipment: surgical masks and gloves available on site, when required as per policy.
5.	
6.	
<p>For each control, you should be able to answer yes to these questions:</p> <ul style="list-style-type: none"> • Have you discussed the hazard(s) and control(s) with the employee? • Do you have documentation to show this? • If training is required, have you provided this to the employee(s)? 	

Step 5: Measure the Effectiveness of Controls

- Create a plan to monitor that the controls are working e.g. next safety discussion with employees
- If the controls are not effective, review and revise.
- Make sure all employees are aware of the controls.

Keep this hazard assessment on file for future reference

Appendix B

Work at Home Safety Assessment Guidelines

This is a set of guidelines intended to help you work safely from home.
Do your best to assemble your home workspace according to these guidelines.

Employee Name:	
Position Title:	
Supervisor:	

Do you have the following to assist you in your remote work environment?

- A space or room where it is easy to concentrate - preferably separate from other living areas and away from the television
- Necessary telephone lines (separate from family line if required) and voice mail
- Internet connections
- Control over temperature, light and sound
- Household members who will understand you are working and will not disturb you unnecessarily

Ergonomic considerations:

- Is your workstation adjusted properly, so that you are able to sit comfortably at it?
- Do you have good lighting at your remote work station? For example, you should not have reflections on or glare from the computer monitor.
- Do you have a schedule for breaks while working at home? Extended hours in the same body position or repeated motions can lead to various musculoskeletal injuries.

For more information about setting up a workstation, please see refer to the Ergonomic Self Assessment provided on the next page.

Fire Protection

- Do you have a properly functioning smoke detector?
- Do you have a fire extinguisher and clear access to it?
- Are your exits clear?

Emergency Procedures

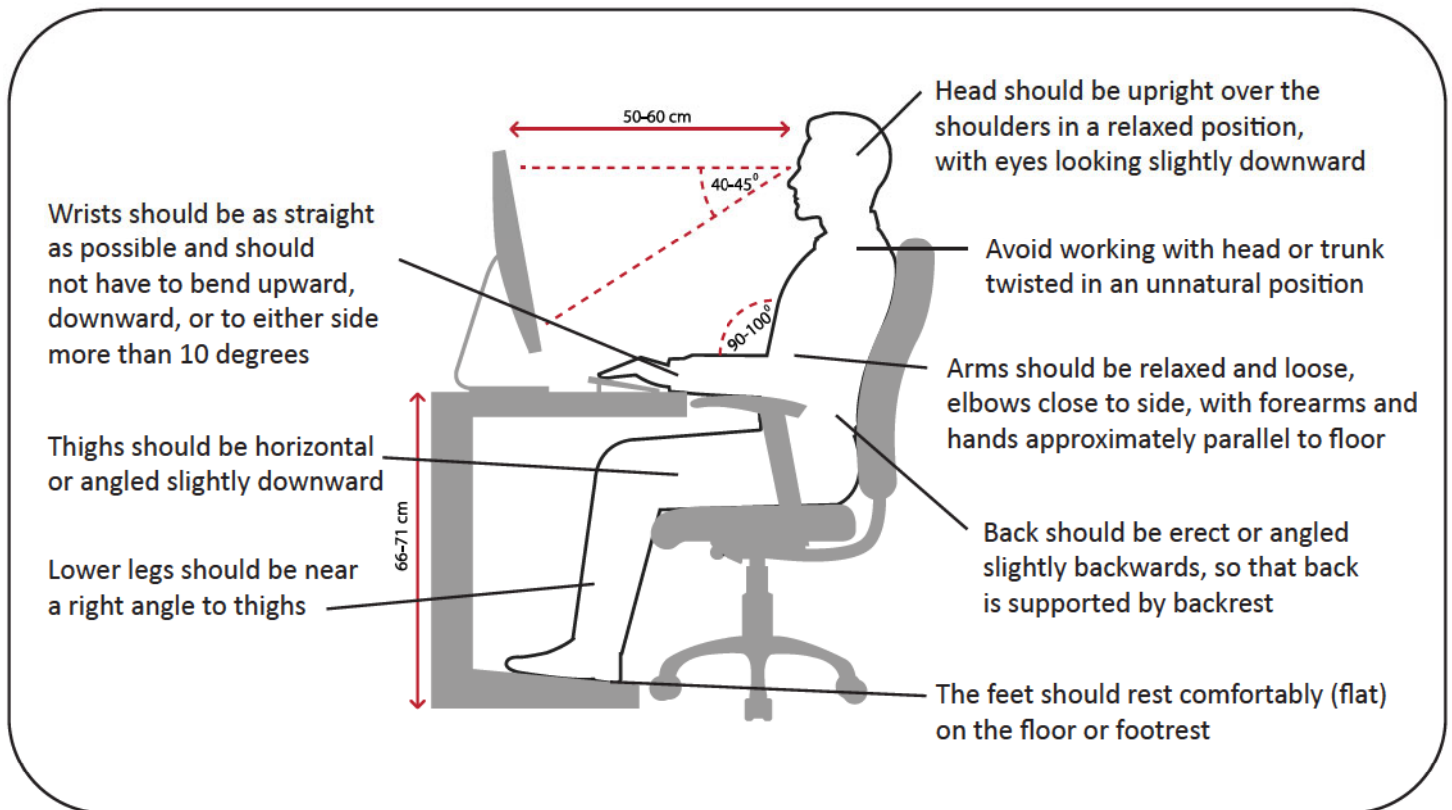
- Do you have first aid supplies?
- Do you have emergency contact numbers posted near the telephone?
- Do you have a plan for evacuation?
- Do you understand that the regular Hazard and Incident reporting process is the same when working from home?

Electrical Safety

- Are any extension cords in good condition and positioned properly?
- Are cords and cables causing a tripping hazard?
- Are outlets grounded and not overloaded?
- Do you have surge protection for electrical equipment?

Ergonomic Self Assessment Guide

Keep the following neutral posture guidelines in mind as you work through the checklist.
This quick checklist will assist you to properly set up your workstation when an office move occurs.



Keyboard and Keyboard Tray

- Set angle of platform so that it is flat
- Adjust height so that when typing, the wrists remain in or close to, a neutral position
- If the keyboard tray does not adjust this way, raise or lower chair until wrists/arms are in a neutral position (refer to section on chairs)
- Set keyboard so that the legs are folded in
- Centre body over alpha portion of keyboard if this is where most of time is spent
- Be aware that it is not necessary to type forcefully

Wrist Rest

- Be aware that when typing, wrists should not rest on a sharp edge such as desk edge
- Use a wrist rest only when not typing
- Be aware that a wrist rest is designed to help keep wrists straight

Mouse

- Position mouse so that it is next to the keyboard on keyboard tray
- If there is no room, a mouse house can be used as a temporary measure or the keyboard tray can be extended to accommodate a mouse
- Increase reaction mouse speed to reduce wrist movements

Chair

- Adjust chair so that it offers the best lower back (lumbar) support possible
- Set seat pan to horizontal (neutral) position or angle slightly back for appropriate comfort
- Adjust seat height so that arms and wrists are in a neutral position when typing
- Feet should be flat on floor and knees at approximately 90 degrees – if not, use a footrest

Footrest (if required)

- Place footrest on the floor close to the chair
- Adjust height so that footrest relieves pressure from behind legs when sitting (this can also be accomplished by adjusting the height of the chair)

Monitor

- Locate monitor directly in front of keyboard
- Top of monitor display screen should be at eye level when sitting up straight (may need to be slightly lower for bifocal and trifocal users)
- Be aware that bifocal or progressive lens wearers may experience difficulty, and may want to change to eyewear better suited for the work environment (consult with optometrist or ophthalmologist)
- Keep monitor far enough away so that it can be read comfortably (for most people this will be about an arm's length away)
- Adjust the contrast and brightness to a comfortable level (generally high contrast and low brightness is best)

Desk

- Organize accessories on desk so that items used most frequently are close by, e.g.:
 - Frequently used 0 - 30 cm (0 - 12 inches)
 - Occasionally used 30 - 50 cm (12 - 20 inches)
 - Seldom used more than 50 cm (more than 20 inches)
- Manage keyboard and mouse wires by routing them underneath the desk so they are not in the way

Telephone

- Place telephone on left side if right handed and vice versa
- Be aware a telephone headset is a good alternative if phone is used frequently or for prolonged periods
- Use a telephone stand if numbers on the telephone screen are difficult to read

Lighting

- Adjust the level of light (if possible) to make it easy to see the screen without squinting or straining
- Adjust the computer screen by tilting or moving so it is free of reflected glare (a monitor visor and/or an anti-glare screen can be utilized)
- Position monitor so that line of sight is parallel to window (if possible)
- Ensure there is enough light to read documents easily

Desk Lamp (Task Lighting)

- Move desk lamp so that it illuminates the documents being worked on
- Avoid having the light directed at monitor, face or eyes
- Ensure task lighting is a type where bulb is sufficiently recessed so as not to cause a bright spot in field of vision

