

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 checked="" 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 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.

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Table: Implement the hazard controls

Hazard that leads to exposure	Control Method
1. Contact with possible virus through inmates and staff	PPE (Masks and Gloves, Physical distancing, Hand washing hygiene, Risk assessments completed daily for all staff.
2. Touching surfaces where could carry droplets	Practice proper hand washing hygiene and wearing gloves that need to be changed in between tasks when required.
3. Touching surfaces in office and carry to other parts of the building	Wipe surfaces around work station regularly, clean hands prior to leaving work station and moving through building
4. Coughing or sneezing	Wear PPE mask at all times while on duty Feb 3-17th
5. Monitor Symptoms	Monitor Symptoms daily and complete daily risk assessment with employer prior to duty
6. If symptomatic	Do not report to work, contact DWO and public health.
7.	
8.	
<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.**

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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

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Step 5: Measure the effectiveness:

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3. Touching surfaces in office and carry to other parts of the building	Wipe surfaces in office regularly, clean hands prior to leaving offices and moving through building
4. Coughing or sneezing	Wear PPE mask at all times while on duty until results return negative
5. Monitor Symptoms	Monitor Symptoms daily and complete daily risk assessment with employer prior to duty
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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>
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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 checked="" 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 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 possible virus through inmates and staff	PPE (Masks and Gloves, Physical distancing, Hand washing hygiene, Risk assessments completed daily for all staff.
2. Touching surfaces where could carry droplets	Practice proper hand washing hygiene and wearing gloves that need to be changed in between tasks.
3. Touching surfaces in office and carry to other parts of the building	Wipe surfaces around work station regularly, clean hands prior to leaving work station and moving through building
4. Coughing or sneezing	Wear PPE mask at all times while on duty
5. Monitor Symptoms	Monitor Symptoms daily and complete daily risk assessment with employer prior to duty
6. If symptomatic	Do not report to work, contact DWO and public health.
7.	
8.	
<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>.

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- Limit the number of customers in the business at any given time
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Occupational Risk Levels for COVID-19

Exposure Risk Level	Sample occupations
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<input checked="" 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.

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Table: Implement the hazard controls

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3. Touching surfaces in office and carry to other parts of the building	Wipe surfaces around work station regularly, clean hands prior to leaving work station and moving through building
4. Coughing or sneezing	Wear PPE mask at all times while on duty
5. Monitor Symptoms	Monitor Symptoms daily and complete daily risk assessment with employer prior to duty
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3. Touching surfaces in office and carry to other parts of the building	Wipe surfaces around work station regularly, clean hands prior to leaving work station and moving through building
4. Coughing or sneezing	Wear PPE mask at all times while on duty until Jan 25 2021
5. Monitor Symptoms	Monitor Symptoms daily and complete daily risk assessment with employer prior to duty
6. If symptomatic	Do not report to work, contact DWO and public health.
7.	Follow all covid-19 protocols while on the escort
8.	
<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>	

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