

Corporate Policy and Procedure



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| Policy | Workplace Precautions During a Pandemic Policy (Coronavirus – COVID-19) |
| Category | Health and Safety |
| Authority | All Departments |
| Related Policies | Bloodborne Pathogens Policy Contractor Safety Management Program Fire Safety Measures Policy Flexible Work Location Policy Job Safety Analysis (JSA) Policy Non-routine Work Policy Personal Protective Equipment Policy Reporting and Investigating Serious Incidents or Accidents Policy Workplace Electrical Safety Policy Workplace Inspection Policy Work Refusal and Work Stoppage Policy SOP - Deep Cleaning and Disinfection Protocol SOP - Vehicle Interior Cleaning and Disinfection SOG - Vehicle Physical Distancing SOP - Working Within Physical Distancing Requirements Protocol Employee with Positive COVID-19 Test Procedure Employee with Probable COVID-19 Procedure |
| Approved By | Executive Team |
| Effective Date | Monday, June-15-2020 |
| Revision Date | Monday, June 14, 2021 |

Policy Statement

Guided by our corporate values of integrity, service, inclusion, learning and wellness, continual improvement of health and safety is an integral value of the City

of Guelph. Based on this commitment the City will take all reasonable steps and measures to provide safe workplaces during times of global pandemic.

Scope

The contents of this policy document apply to all workplaces where a worker, performing work for or on behalf of the City of Guelph, works.

It is recognized that current pandemic measures and recommendations to protect workers continue to evolve, and this document, along with associated documents, and the measures contained therein, may be required to change at short notice

Purpose

To establish the measures and procedures to take during the coronavirus pandemic, for the enablement of safe and healthy workplaces that comply with legislative body directives.

Definitions

Building Manager

A person or department with overall responsibility for the maintenance and upkeep of a specific building.

Coronavirus

Coronaviruses are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

COVID-19 is a new derivative of the coronavirus family, which also includes SARS and MERS, which was first identified in humans in late 2019.

Those who are infected with COVID-19 may have few to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu.

Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known incubation period for this disease.

Some or all of the following symptoms manifest themselves in humans:

- cough
- fever
- difficulty breathing
- pneumonia in both lungs

In severe cases, infection can lead to death.

Pandemic

An epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people

Physical Distancing

Taking steps to limit the number of people a worker can come in close contact with. Close contact is defined as coming within two metres or 6.6 feet of another person.

Supervisor

A person who has charge of a workplace or authority over a worker

Worker

Means any of the following:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
4. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

Workplace

Any land, premises, location or thing at, upon, in or near which a worker works.

Work Remotely

Working from a non-City of Guelph work location

Roles and Responsibilities

Executive Team

- Ensure that service area leaders are aware of the content of this policy, and support the successful implementation of the requirements as laid down.

General Managers

- Communicate the contents of this corporate policy to all levels of the appropriate management team.
- Provide support to departmental or divisional managers and supervisors to implement the measures laid down in this policy and all other supporting policies/procedures and associated documents.

Department/Division Managers/Supervisors

- Communicate the contents of this policy, as well as the measures taken relative to this policy, to all direct reports, as well as other workers working in areas under the control of the manager/supervisor.

- Complete assessments of all workplaces to determine any additional controls that may be required. These additional controls may include, but are not limited to, the following items:
 - standard operating procedures (SOP),
 - additional signage,
 - engineering controls (barriers etc.),
 - additional hand sanitizer stations,
 - safe work plans for specific activities, and
 - any additional personal protective equipment.
- Work with the Building Manager and other required stakeholders to implement additional controls such as signage, engineering controls and so on that are identified in the workplace assessment referred to above.
- Work with the Building Manager to ensure regular cleaning and disinfection of the workplace is completed as outlined within this document and the Deep Cleaning SOP.
- Develop safe work plans for all areas under the control of the manager/supervisor to ensure that physical distancing is maintained at all times, where possible. This may involve working with Human Resources to determine who needs to be physically located in the workplace, and who can work remotely.
- Determine a requirement for and subsequently develop additional policies, procedures and guidelines specific to the circumstances of the pandemic, for work being performed by workers in the area of responsibility, such as departmental or vehicle specific Standard Operating Procedures for cleaning and disinfecting or use of PPE.
- Manage contractors and vendors as required by this policy, ensuring they are compliant with screening requirements prior to entering workplaces.
- Provide appropriate support to workers to ensure that their psychological health, safety and wellbeing is protected.

Building Managers

- Assist managers/supervisors in the provision of items such as additional signage, sanitizer stations, and engineering controls in their respective workplaces
- Determine wayfinding within respective buildings, and ensure routes are adequately signed.
- Ensure buildings are cleaned and disinfected on a regular basis
 - Meeting rooms are to be cleaned and disinfected before and after each use.
- Assess meeting room capacity based on furniture and physical distancing requirements, and ensure this capacity is posted at the entrance to each meeting room.
- Complete the Appendix D – Workplace Compliance Assessment Checklist to determine readiness of the workplace.
- Ensure Heating, Ventilation and Air Conditioning (HVAC) systems are maintained in such a manner as to reduce the possibility of airborne droplets being circulated through the building.

- Update Fire Safety Plans as required based on changes made in the building required this policy or other needs.

Human Resources

- Assist supervisors/managers in determining workplace staffing requirements and planning.
- Assist in redeployment of staff for duties such as cleaning, upon request.
- Provide support as required for workers suffering from psychological issues related to the pandemic.

Health and Safety

- Assist in workplace assessments and subsequent recommendations, as required.
- Provide support and be available to workers to answer questions about the reason for changes in the workplace.
- Continue to monitor workplace safety issues related to the pandemic, and update this policy and related documents as the situation changes.

Joint Health and Safety Committee

- As part of the monthly workplace inspections, review each workplace on a monthly basis to ensure compliance to this policy using the Appendix D – Workplace Compliance Assessment Checklist.

Workers (including Contractors/Vendors)

- Comply with the requirements of this policy, and any other related policies, procedures and documents, including the use of PPE and following of workplace requirements.
- Report to supervisor any contraventions of this policy, and needs for additional protective equipment or supplies.
- Work in such a manner as to maintain physical distancing at all times.
 - Where physical distancing is not possible, use PPE and follow the safe work plan as laid down by the manager/supervisor.

Procedure

Control Access, Physical Distancing and Other Requirements

Following the guidance of provincial and federal legislators, along with advice from public health units, the City of Guelph has determined that the following measures are all required to be in place, at a minimum. Further measures may be determined to be warranted as the situation dictates.

- Managers and supervisors are to determine if their direct reports have the capability to perform work remotely thus reducing the occupancy load of a building to support physical distancing.
- Where it is determined that workers have the capability to work remotely, the worker's management team, ensuring compliance with any related Human Resources policies, should then plan for how they will organize the

work, and how they will determine which of their reports are coming into the workplace and when.

- Whether or not a worker has the capability to work remotely, it is required that plans are developed to ensure workers are physically distanced when in the workplace. This may be accomplished by means such as erecting barriers, job rotation of workers, and reduced numbers coming into the physical workplace, with the balance working remotely whenever possible.
- Engineering controls, such as barriers and screens, along with other physical distancing measures must be implemented at areas such as service counters where it is a requirement of the work to interact with others.
- Signage and other communications around measures taken to prevent virus spread, such as information around hand hygiene, physical distancing and how to limit the spread of the disease, must be placed where they will easily come to the attention of all persons entering the workplace.
 - Additional visual aids to assist in physical distancing must also be implemented. This can include signage related to where a person may stand, as well as the use of tape to identify the "no-go" zones. The "no-go" zone is particularly relevant at entrances to offices, washrooms, and other shared spaces.
- All workers must be educated as to how to prevent the spread of the virus, and how to properly perform hand hygiene and clean their specific area and equipment.
- Measures must be determined to reduce the risk of spreading the virus for workers handling or receiving mail or packages. These measures may include provision of hand protection, enhanced hand washing and controls designed to hold said mail and packages for a minimum of 24-48 hours to allow for any potential pathogens present on the envelope/package to inactive.
- Where payments for services are required, it is recommended that contactless means of payment be investigated and implemented. It is recognized that many people prefer to pay by cash, so measures must be in place for how to collect and store cash, so as to reduce the possibility of contact with money that may have been in contact with numerous persons.
- When sending or receiving items that require a signature, whether it be mail, shipment of goods or any other tangible or non-tangible item, ensure no sharing of pens is practiced.
- All workers must have easy access to soap and running water, along with hand sanitizer for times when ability to wash hands is not available.
 - Hand sanitizer must also be placed into areas where workers may congregate, such as lunch rooms and meeting rooms.
- Washrooms must be assessed to investigate the potential to install contactless faucets and soap dispensers, paper towel dispensers, flushing mechanisms on toilets and so forth. These pieces of equipment will be installed, where not already, as existing equipment reaches its end of life.
- All workplaces must be assessed to determine wayfinding routes around the space which would limit the ability of a worker to come into close contact with another person. Signage indicating directional flow of pedestrian traffic

and other messaging must be put in place and updated as necessary. It is strongly recommended that, where possible, pedestrian traffic be directed in a unidirectional (one-way) manner.

- Where it is not possible to direct pedestrian traffic in a unidirectional manner (i.e. single staircase in a building) measures must be implemented to ensure physical distancing when building occupants may need to pass one another within two metres.
- Capacity in meeting rooms must be reviewed, and that capacity be reduced to ensure that no person is within two meters of another. This restriction also applies to lunch rooms, where they are so provided. The revised capacity for said rooms must be posted at the entrance to the space.
 - Where possible access and egress into and out of meeting or lunch rooms should be by separate doors. Where this is not possible, access and egress must be staggered.
 - Where possible and where the technology exists, meetings should be scheduled by remote means (Webex, Skype, Microsoft Teams etc.) to limit close contact.
- When work is required to be performed within two meters of another person, and there is no other alternative, the measures outlined in SOP - Working Within Physical Distancing Requirements Protocol must be implemented, and must be reviewed with all affected workers prior to implementation.
- Where a worker is required to use a City of Guelph vehicle as a workplace, the measures outlined in the following policies developed by the Fleet Department must be implemented:
 - **SOP - Vehicle Interior Cleaning and Disinfection**
 - **SOG - Vehicle Physical Distancing**
- Measures to ensure the safety of workers working in-the-field, such as use of screening tools, personal protective equipment, and any other measures to ensure physical distancing and limit potential spread of the virus must be developed and reviewed with affected workers prior to implementation.
- All changes implemented in workplaces that impact ability for access and egress within work areas, should be identified in the applicable Fire Safety Plan, where one exists, and the plan must be submitted by the Building Manager for re-approval as often as is necessary to ensure it is kept up to date. Particular attention must be given to assigned gathering areas to ensure the ability to practice physical distancing.
- Where a worker is confirmed as being diagnosed with the virus, is showing symptoms of having the virus or is suspected of having the virus, the steps outlined in the following policies must be followed immediately:
 - **Employee with Positive COVID-19 Test Procedure**
 - **Employee with Probable COVID-19 Procedure**

Deep Cleaning and Disinfection

Deep cleaning and disinfection of the workplace is required to be completed on a regular basis, but initially this should be arranged for completion by the department

or area manager, in conjunction with the Building Manager, no less than **at least once weekly**.

Frequently touched objects are required to be disinfected prior to the start of work, and more frequently where workers may be sharing equipment, such as in workshops or kitchens and lunch rooms. Additionally, washrooms must be cleaned and disinfected at a minimum of twice per day. The frequency may need to increase based on situations as they arise. Each facility is required to determine a schedule of cleaning and disinfection and update that schedule as necessary.

Refer to the SOP – Deep Cleaning and Disinfection Protocol for more information around deep cleaning and disinfecting in the workplace, especially where a worker has been confirmed as having or probably has COVID-19.

Reporting for Work

All workers and visitors must be vigilant about symptom monitoring during the course of the pandemic, in an effort to identify symptoms early and to prevent exposures and subsequent spread of the virus.

City of Guelph Workers

Workers directly employed by the City of Guelph will be required to self-monitor for symptoms (see Appendix B - Symptom Monitoring Sheet) and not report for work if they are displaying any of the symptoms listed. Any worker noting one or more symptoms must immediately advise their direct supervisor/manager to determine next steps.

Upon arrival in the workplace the worker will ensure that they follow physical distancing requirements whenever they interact with another worker or visitor.

Contractors, Vendors and Visitors

The following measures are to be followed by contractors, vendors and other visitors entering secured areas of city facilities:

1. Arrange a meeting time and location with the City of Guelph contact responsible for arranging the visit.
2. Upon arriving at the workplace, enter through an assigned entrance, communicated by the City of Guelph contact, and stop at a designated screening station.
 - a) At busy times, entry may need to be staggered in order to avoid congestion, and to allow for social distancing of at least 2 meters (6.6 feet) between individuals.
3. Follow the protocols posted at each screening station as follows:
 - a) Use provided hand sanitizer to clean hands
 - b) Wait for temperature check to be completed, and proceed only when cleared to do so
 - c) Contractors, vendors and visitors will also be required to complete a screening form (Appendix A – Contractor/Vendor Screening Form) acknowledging they do not have any of the symptoms listed in

Appendix B – Symptom Monitoring Sheet nor have they travelled outside of Canada in the previous 14 days.

- Where a contractor, vendor or visitor is screened at one facility, but is performing work at or visiting another facility or facilities, they will follow requirements for hand hygiene and any other corporate requirements, such as using a mask when working within two metres, upon arrival at the subsequent facility or facilities.
- d) Persons reporting symptoms will not be allowed entry into the workplace.
4. Persons cleared for entry will proceed directly to their required location, ensuring they follow physical distancing requirements whenever they interact with another worker or visitor.
 5. The contractor/vendor's City of Guelph contact will be required to collect screening records as completed, and forward to the Program Manager of Corporate Health and Safety to be maintained. Records for visitors will be kept by Security. These records must be maintained until the Provincial Government declares the pandemic State of Emergency to be over, and for six months beyond that date.
 6. In addition to following the requirements laid down in the City of Guelph Contractor Safety Management Program, contractors and vendors will be required to provide to their city contact, information, such as a safe work plan, indicating how they are following government guidelines related to the pandemic (physical distancing, hand washing etc.).

Members of the Public

Members of the public coming into city facilities, for any reason, are encouraged to at all times practice physical distancing, and observe any other measures, controls or procedures implemented by the corporation.

Use of Face Masks (surgical style or reusable cloth masks)

With the exception of situations where physical distancing cannot be practiced, the use of face masks or other face coverings is not considered mandatory**but is highly recommended. A worker may provide and use such a face covering as they feel they need to.

- The purpose for wearing this style of mask is to minimize vapour and droplet spread, and must be worn by all workers in situations where physical distancing cannot be practiced.
- For further information on additional measures to be taken when physical distancing is not possible, please refer to the SOP - Working Within Physical Distancing Requirements Protocol
- Instructions on how to safely remove a face mask and other personal protective equipment can be found in Appendix C – Safe Removal of Protective Equipment.

- Worker must practice good hand hygiene using soap and water or hand sanitizer whenever putting on or removing a mask, and again after removal
- Supervisors/managers are to provide face masks for situations where the use of such an item has been identified as a mandatory requirement.
- Workers using the reusable face masks are responsible to ensure that the masks are washed frequently (preferably daily) to prevent build-up of bacteria.

**Use of a face mask does not replace the mandatory use of any other respiratory equipment required to perform work, where that equipment has been determined to be required, either as part of a workplace assessment of the work, or through the JSA process.

Work Refusal/Work Stoppage

All workers have the right to refuse work that they believe is unsafe. Where a work refusal or work stoppage occurs the steps outlined in the City of Guelph Work Refusal/Work Stoppage Policy must be followed.

Business Travel

All non-essential business travel is suspended during the pandemic. Where travel is essential, this must be approved by the Executive Management team.

Psychological Health and Safety

The COVID-19 pandemic has resulted in many changes. It is important to remember that many workers might feel that they are no longer in control of things. It is normal to feel sad, stressed, confused, scared or worried.

- People react in different ways. Some common feelings include:
- A sense of being socially excluded or judged
- Concern about your children's education and well-being
- Fear of getting sick with COVID-19 or of making others sick
- Worry about losing your job, not being able to work or finances
- Fear of being apart from loved ones due to isolation or physical distancing
- Helplessness, boredom, loneliness and depression due to isolation or physical distancing

In addition to the physical changes introduced into the workplace, consideration needs to be given to workers struggling with the psychological changes brought about by living through a pandemic.

Workers should be encouraged to recognize that feelings of stress and anxiety are not uncommon and are normal, it is the pandemic that is not normal. It is important to provide support to employees by encouraging the practice of simple coping strategies that can improve their well-being, bring about balance and support a more positive outlook.

Some useful tips to share with workers may include, but are not limited to the following:

- Stay informed but take breaks from social media and the news

- Practice physical distancing, but stay socially connected to friends and family through:
 - Email
 - Video chats
 - Phone calls
 - Social media
- Practice mindfulness by:
 - Getting exercise (i.e. walking)
 - Journaling
 - Stretching
 - Meditating
 - Breathing exercises
- Try to do the following whenever possible:
 - Eat healthy meals
 - Getting outside during the day for fresh air and a change of scene
 - Be active regularly
 - Talking to someone you trust about your thoughts and feelings
 - Get plenty of sleep
- Think about how to use any unexpected flexibility in your daily routine
- Focus on the positive aspects of your life (expressing gratitude) and things you can control
- Be kind and compassionate to yourself and others

Eligible City of Guelph employees should be encouraged to take advantage of the Employee and Family Assistance Program (EFAP), which is provided by Homewood Health, in order to help them be able to work through any psychological safety issues. If they are not usually covered, contact the Abilities & Occupational Health Specialist for arrangement of support. The EFAP contact information is listed below.

Employee and Family Assistance Program.

Confidential Counselling 24 hours a day, 7 days a week.

Tel: 1-800-265-8310.

Homewood also offers tools and resources at <https://homeweb.ca/>. This an on-line resource available to all employees.

Additionally, Homewood Health has been chosen to support Canadians nationwide during the COVID-19 crisis via a Health Canada Initiative called Wellness Together Canada, which can be reached by navigating to the following link [Wellness Together Canada](#). The site provides resources and free counselling to all Canadians.

Access support is also available through the City of Guelph's corporate program in conjunction with Canadian Mental Health Association - Not Myself Today. The program has three key focuses, building awareness and understanding of mental health issues; reducing stigma; and fostering safe and supportive work cultures. To create an account, simply visit <http://www.notmyselftoday.ca/create-account>, enter the appropriate login code (LUJTEM) and create a username and password. You will then have access to resources, tools and activities to support your mental wellbeing.

A selection of available Community & Health Care Resources include the following:

Canadian Mental Health Association <http://cmhaww.ca/>

St. Leonard's Society <https://www.st-leonards.com/>

St. Joseph's – Hamilton Health Sciences <https://www.stjoes.ca/hospital-services/mental-health-addiction-services>

Mental Health Services – Ontario <https://www.ontario.ca/page/find-mental-health-support>

Addictions Support – Ontario <https://www.connexontario.ca/all-mental-health-addiction-service-types>

Training

All workers performing work for or on behalf of the City of Guelph are required to be made aware of the contents of this policy upon its implementation. For contractors and vendors, this requirement may be held over until they are required to come onsite.

Reference Documents

[Occupational Health and Safety Act, R.S.O. 1990, c. O.1](#)

[Government of Canada – Coronavirus Disease \(COVID-19\)](#)

Revision History

| Document Owner | Issue/Revised Date | Reason For Changes |
|-----------------------|---------------------------|---------------------------|
| Health & Safety | June 1, 2020 | Initial draft |

Appendix A – Contractor/Vendor Screening Form

COVID-19 Screening

Company: _____

Name: _____

Screened By: _____

Date: _____

Work Order: _____

Site: _____

City of Guelph Contact Person:

1. Do you have any of the following symptoms: fever, new or existing cough, difficulty breathing?
 Yes
 No
2. Have you travelled internationally within the last 14 days (outside Canada)?
 Yes
 No
3. Have you or anyone you know, been in close contact with any other person(s) who has or has had COVID-19, or who is showing one or more of the symptoms of COVID-19
 Yes
 No
4. Do you have an elevated temperature?
 Yes
 No

If you answered yes to any of the above questions, please contact your Supervisor and City of Guelph contact before starting work or entering site.

Collection of Personal Information

Personal information is being collected and will be used for the purposes of ensuring health and safety standards and granting access to City facilities while COVID-19 containment measures are in place.

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of The Occupational Health and Safety Act and in accordance with the provisions of MFIPPA.

If you have questions about the COVID-19 workplace screening process, please contact the Program Manager – Corporate Health and Safety by phone at 519-822-1260 extension 3362.

If you have questions about the collection, use and disclosure of this personal information, please contact the City's Information and Access Coordinator by phone at 519-822-1260 extension 2349 or email privacy@guelph.ca.

Appendix B - Symptom Monitoring Sheet

Workers with one or more of the following signs or symptoms are considered to have a communicable illness and will not be allowed further entrance into the workplace:

- Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- Chills
- Cough that's new or worsening (continuous, more than usual)
- Barking cough, making a whistling noise when breathing (croup)
- Shortness of breath (out of breath, unable to breathe deeply)
- Sore throat
- Difficulty swallowing
- Runny nose (not related to seasonal allergies or other known causes or conditions)
- Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Lost sense of taste or smell
- Pink eye (conjunctivitis)
- Headache
- Digestive issues (nausea/vomiting, diarrhea, stomach pain)
- Muscle aches
- Extreme tiredness that is unusual (fatigue, lack of energy)
- Falling down often
- None of the above

Any worker reporting one or more of the above symptoms will be denied access to the workplace, and must immediately report the situation to their immediate supervisor/manager to determine next steps.

Appendix C – Safe Removal of Protective Equipment

HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container



4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS
BECOME CONTAMINATED AND IMMEDIATELY AFTER
REMOVING ALL PPE



Appendix D – Workplace Compliance Assessment Checklist

COVID-19 Building Controls Checklist

Location: _____

Date: _____

Assessor(s): _____

| List of Control Measures | Is this control in place? | If yes, explain the purpose of this control. If no, and this control is necessary, explain why it is not in place. | List the date the control was put in place or the timeline for the Control to be put into place. Identify if you need additional control requirements or assistance to implement. | Building Manager Sign-Off |
|---|---------------------------|--|---|---------------------------|
| Control | Yes, No, N/A | Explanation of control | Explanation of control | |
| Physical distance signage is installed in locations where the signage immediately comes to the attention of persons entering the building. | | | | |
| Signage is installed related to general information about the virus in locations where the signage immediately comes to the attention of persons entering the building. | | | | |
| Measures to reduce or control access in and out of buildings/work areas for contractors and vendors are implemented. | | | | |

| List of Control Measures | Is this control in place? | If yes, explain the purpose of this control. If no, and this control is necessary, explain why it is not in place. | List the date the control was put in place or the timeline for the Control to be put into place. Identify if you need additional control requirements or assistance to implement. | Building Manager Sign-Off |
|--|---------------------------|--|---|---------------------------|
| Control | Yes, No, N/A | Explanation of control | Explanation of control | |
| Floor/ground markings and/or physical delineators used to identify two metre distances to accommodate physical distancing in work areas are installed. | | | | |
| Floor/ground markings and/or physical delineators used to identify two metre distances to accommodate physical distancing are installed in communal areas. | | | | |
| Workers located in cubical seating areas are at a minimum seated 2 metres apart. | | | | |
| Measures are in place to receive mail or packages by a contactless means. | | | | |
| Touchless equipment (toilet flushes, water faucets, hand dryers, sanitary towel disposal and paper towel dispensers) is installed in washrooms, or process is identified to install. | | | | |

| List of Control Measures | Is this control in place? | If yes, explain the purpose of this control. If no, and this control is necessary, explain why it is not in place. | List the date the control was put in place or the timeline for the Control to be put into place. Identify if you need additional control requirements or assistance to implement. | Building Manager Sign-Off |
|--|---------------------------|--|---|---------------------------|
| Control | Yes, No, N/A | Explanation of control | Explanation of control | |
| Touchless water dispensers are installed for workers to fill water bottles, or process is identified to install. | | | | |
| Ability exists, where needed, to receive payments via cashless means. | | | | |
| Reconfigured workstations to maintain physical distancing? Room and furniture reallocation; Assigned room/space capacities. | | | | |
| Implementation of job rotation as a control for occupancy capacities based on the two metre distance requirements for physical distancing. | | | | |
| Other physical barriers installed to delineate physical distancing requirements; floor markings, bollards, Pylons, painted lines or other forms of line delineators. | | | | |
| Wayfinding signage is installed showing directions for pedestrian traffic | | | | |

| List of Control Measures | Is this control in place? | If yes, explain the purpose of this control. If no, and this control is necessary, explain why it is not in place. | List the date the control was put in place or the timeline for the Control to be put into place. Identify if you need additional control requirements or assistance to implement. | Building Manager Sign-Off |
|---|---------------------------|--|---|---------------------------|
| Control | Yes, No, N/A | Explanation of control | Explanation of control | |
| Safety control measures identified for areas where physical distancing is not possible, and workers may be required to come within two metres of one another. | | | | |
| Elevator occupancy limits/rules/lockouts, in line maintaining the two metre distance requirement? | | | | |
| Access and egress controls for hallways, stairwells, bathrooms and communal areas. Automated doors, one-way aisles, one-way stair cases etc. | | | | |
| Workers are able to physically distance at all times from co-workers or visitors (including at break times). | | | | |
| Access to running water and soap is readily available and within easy access | | | | |
| Sanitizer is readily available and within easy access | | | | |

| List of Control Measures | Is this control in place? | If yes, explain the purpose of this control. If no, and this control is necessary, explain why it is not in place. | List the date the control was put in place or the timeline for the Control to be put into place. Identify if you need additional control requirements or assistance to implement. | Building Manager Sign-Off |
|--|---------------------------|--|---|---------------------------|
| Control | Yes, No, N/A | Explanation of control | Explanation of control | |
| When signing for deliveries, shipments etc. pens are not being shared. | | | | |
| Plexiglas installed at public facing counters | | | | |
| Plexiglas workstation delineation where needed | | | | |
| Plexiglas vehicle passenger delineation where needed | | | | |
| Face shield and face mask are available where workers must work within two metres of another person | | | | |
| Physical distancing reminder signage is installed in the vehicle | | | | |
| Cleaning and disinfecting supplies are available and accessible | | | | |
| Disinfectant and other products poisonous by ingestion are stored securely in a separate part of the vehicle | | | | |

| List of Control Measures | Is this control in place? | If yes, explain the purpose of this control. If no, and this control is necessary, explain why it is not in place. | List the date the control was put in place or the timeline for the Control to be put into place. Identify if you need additional control requirements or assistance to implement. | Building Manager Sign-Off |
|---|---------------------------|--|---|---------------------------|
| Control | Yes, No, N/A | Explanation of control | Explanation of control | |
| Vehicle interior is clean and free from garbage | | | | |
| Cleaning and disinfecting log book is present and is up to date | | | | |
| Hand sanitizer is available and easily accessible | | | | |
| Protective equipment such as face masks, face shields and gloves are available to be worn for all situations when physical distancing is not possible | | | | |
| Sealable and disposable bags are provided for removal of disposable protective equipment, used cleaning supplies and other items | | | | |