

COVID-19 Hazard Assessment and Management - Recommendations Checklist



To facilitate the re-opening and continued operation of local businesses under the Province of Alberta’s Relaunch Strategy, the City of Leduc’s Emergency Management Agency has prepared the following checklist and supplemental information as a summary of the province’s recommendations toward COVID-19 hazard assessment and management – particularly those presented in the *Workplace Guidance for Business Owners*.

Please Note: Because the Provincial authorities’ management of this crisis is ever evolving, the City does not warrant the efficacy of these recommended measures nor does it represent that they are complete or up-to-date at any particular time. In the course of considering and implementing these and other measures, the City strongly encourages business owners to frequently consult the linked supplemental resources for further information and guidance.

| <u>Item</u> | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 1) Is my business allowed to be open under the Province of Alberta’s Relaunch Strategy? | | | |
| 2) Have I posted appropriate signage to alert employees and patrons of the preventive health measures required by AB Public Health and AHS? | | | |
| 3) Have I implemented a daily screening process to ensure staff have passed a health clearance before reporting to work? Do I have a method in place to screen patrons for illness before they enter the premises? | | | |
| 4) Have I put sufficient measures in place to prevent risk of COVID-19 transmission amongst staff and patrons of my business? (e.g. Is hand sanitizer readily available to staff and patrons? Have you enhanced cleaning protocols in your place of business?) | | | |
| 5) Am I providing Personal Protective Equipment (PPE) for staff and patrons where the risk of infection cannot be minimized through other controls? | | | |
| 6) Have I put sufficient measures in place to ensure physical distancing (6 feet or 2 metres) and gathering restrictions are being maintained? | | | |
| 7) Add additional measures specific to your business, as needed. | | | |
| 8) Add additional measures specific to your business, as needed. | | | |
| 9) Add additional measures specific to your business, as needed. | | | |
| Date Completed: | | | |
| Completed By: | | | |

1) **Alberta Relaunch Strategy** – Refer to this provincial webpage to confirm that your business meets the requirements to be open at this time.

2) **Appropriate Signage** – Notify employees and patrons of the steps you are taking to prevent the risk of transmission of infection, and the importance of their roles in these measures. Sample posters are available from the [Province of Alberta](#) as well as [Alberta Health Services](#).

Post this information in areas where employees and patrons can easily see and refer to them.

Further, ensure employees and patrons are aware of the self-isolation/quarantine requirements outlined in [CMOH Order 05-2020](#).

3) **Screening** – Employers should implement active daily screening of staff and patrons for symptoms of fever, sore throat, cough, runny nose or shortness of breath/difficulty breathing. For an up-to-date listing of symptoms to monitor for, consult the [Province of Alberta's Workplace Guidance for Business Owners](#) (Section 3a).

To enable quick contact with employees, business owners should maintain an up-to-date contact list for all staff including names, addresses and phone numbers.

If a workplace has patrons within 6 feet or 2 metres of employees, then lists of patrons by time and date should also be kept.

4) **Measures to Prevent Risk of Transmission** – All businesses should:

- Prevent the risk of transmission of infection amongst workers and patrons;
- Provide for rapid response if a worker or member of the public develops symptoms of illness while at the place of business;
- Maintain high levels of hygiene; and
- Conduct hazard assessments on all tasks performed in the business. Consider business closure or suspension of specific tasks where the risk of transmission of infection to staff and patrons cannot be mitigated.

Some suggested prevention measures include:

- Frequent and proper hand hygiene
- Encouraging respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash)
- Develop and implement procedures for increasing the frequency of cleaning and disinfecting of high traffic areas, common areas and public washrooms
- Placing barriers or partitions between staff
- Removing seats from lunch rooms and dining areas to limit capacity
- Increased frequency of cleaning

- Changing the way workers and patrons interact through policies for physical distancing and respiratory etiquette, limiting hours of operations and providing adequate facilities, supplies and reminders for hand hygiene.
- Eliminate the opportunity to return purchased goods (i.e. Final sale only)
- Store soft-surface items for a period of 24 hours prior to resale.

If a staff member develops symptoms of illness while on shift; send them home and instruct them to complete an [AHS COVID-19 self-assessment](#) and follow directions.

If a patron develops symptoms of illness while in your business; ask them to leave and recommend they complete the [AHS COVID-19 self assessment](#) and follow directions.

5) **Personal Protective Equipment (PPE)** – As part of the hazard assessment identify existing and potential hazards related to COVID-19.

Where elimination of identified hazards is not possible or reasonable, they should be controlled. Hazards should first be mitigated by either engineering controls (e.g. barriers or partitions, restricting general access to the business, increasing ventilation, etc.) or administrative controls (e.g. policies for physical distancing, limiting hours of operations, etc.)

PPE is necessary when physical distancing of 2 metres/6 feet or physical barriers cannot be maintained by administrative or engineering controls. PPE may include gloves, eye protection, gown, face protections, procedure/surgical masks or NIOSH-N95 masks.

When a hazard cannot be controlled by a single method, the business owner should utilize a combination of these controls to provide an acceptable level of safety.

6) **Physical Distancing and Gathering** – [CMOH Order 07-2020](#) prohibits gatherings of more than 15 people, however this does not prohibit businesses from having more than 15 workers in a workplace.

Examples of how to support distancing between employee and patrons include:

- Maintaining a 6 foot/2 metre separation between individuals via floor markers, direction of travel with arrows on the floor.
- Restricting the number of employees and patrons in a business at any one time.
- Installing a physical barrier, such as a cubicle, partition or window.
- Increasing separation between workstations.
- Limiting the number of people in shared spaces.
- Limiting hours of operation or setting specific hours for at-risk patrons.
- Develop strategies to minimize the handling of retail objects before purchase.