

Should a Worker be at the work site?

- Consult with Workers or the Joint OHS Committee to conduct the risk assessment.
- The Assessment becomes part of your health and safety plan that you share with Workers.
- Reassess and update as circumstances change or new hazards are identified.

- ☐ Keep completed risk assessments for your records,
- ☐ Review protective measures regularly with staff to make sure everyone knows and understands what the employer will do to ensure safety and the steps they must take to protect themselves from exposure to COVID-19.

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

Name	Work Site	Date	DD/MM/YY
1. Does the Worker have a cough, shortness of breath, or a temperature?			
<input type="checkbox"/> No – proceed to Q. 2	<input type="checkbox"/> Yes – Worker is to be at home in self-isolation until tested or symptom-free. If the Worker 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-notice-nthssa-%E2%80%93-operational-response-covid-19-preparedness . Please note that the NTHSSA health care providers will not be providing sick notes to employers during this time.		
2. Has the Worker returned to the NWT within the last 14 days?			
<input type="checkbox"/> No – proceed to Q. 3	<input type="checkbox"/> Yes – Follow the directions for travelers and self-isolation at https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19/information-travellers		
3. Does the Worker perform an essential service?			
<input type="checkbox"/> No – Proceed to Q. 4	<input type="checkbox"/> Yes – A risk assessment (see p. 2) is mandatory for all essential Workers, and all general precautions should be followed (see p. 4).		
4. Can the Worker work remotely?			
<input type="checkbox"/> No – Proceed to Q. 5	<input type="checkbox"/> Yes – The employer will develop a work-at-home agreement for the Worker. For additional information about tele-working, visit www.ccohs.ca/oshanswers/hsprograms/telework.html .		
5. Do the shift schedules or work environment ensure social distancing? For example, can you divide staff between shifts, eliminate visits to customers/clients, etc.			
<input type="checkbox"/> No – Proceed to Q. 6	<input type="checkbox"/> Yes – Develop a physical distancing operational plan that works for your business.		
6. Does the Worker work or volunteer at another work place that would be considered high risk?			
<input type="checkbox"/> No – Perform a risk assessment (see p. 2) and follow all general safety precautions to protect Workers (see p. 4).		<input type="checkbox"/> Yes – Perform a risk assessment (see p. 2) to determine any additional risks to staff and clients at the work site. Follow all general safety precautions to protect Workers (see p. 4).	

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 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:

Best  Least	<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 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 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.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
For each control, you should be able to answer yes to these questions: <input type="checkbox"/> Have you discussed the hazards and controls with the Workers? <input type="checkbox"/> Have provided training for these control measures? <input type="checkbox"/> Have you saved a copy of this risk assessment?	

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@wscc.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>.**