Workplace Hazard Assessment		
COVID-19		**Risk Statement:** **MODERATE-HIGH**
School/Worksite:	**Date Completed**	

- This document provides general awareness of hazards and hazard controls to help mitigate exposure and spread of the COVID-19 virus.
- Hazards may vary from site to site. Any specific worksite variations not included in this document must be incorporated into the worksite document.
- Hazard Controls are broken into three main categories: Engineering, Administrative and Personal Protective Equipment.
- These categories are considered as a hierarchy based on level of effectiveness.
- Engineering controls function at the point of the hazard (e.g. a guardrail on a roof, an autoscrubber)
- Administrative controls function in the path between the hazard and the employee (e.g. procedures, training, signs, etc.)
- Personal protective equipment controls function at the point of the employee (e.g. gloves, masks, etc.)
- Contact your assigned OHS Consultant for clarification or questions.
- **Refer to COVID-19 Hazard Assessment Completion Guidelines for complete instructions.**
- **Supplementary Documents: Workplace Hazard Assessment COVID-19 Exemplar, COVID-19 Hazard Assessment Group Sign-off Exemplar and COVID-19 Hazard Assessment Group Sign-off**

HAZARD IDENTIFICATION AND CONTROL			
Hazard Type Task and Potential Hazard Identification	**Hazard Controls (In order of priority)**		
	Engineering	**Administrative**	**Personal Protective Equipment (PPE)**
Building Entry/Exit			
Entering and exiting the school.	☐ Physical distancing floor markers and signage	☐ Assigned doors for students to reduce crowding ☐ Staggered entry and dismissal times to reduce crowding ☐ Signage with COVID entry procedures	☐ Staff and students (grades 4-12) required to wear face masks ☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able ☐ Hand sanitizer station at each entry point
General Office			
Managing student, staff and visitor enquiries	☐ Installation of plexiglass barrier at reception desk ☐ Physical distancing floor markers and signage ☐ Access to hand washing facilities	☐ Signage with COVID-19 entry procedures ☐ Visitors must schedule a time to enter the school ☐ Phone/email contact instead of in-person contact where possible	☐ Hand sanitizer station ☐ Staff and students (grades 4-12) required to wear face masks ☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able ☐ Face shields available

		☐ Enhanced cleaning and disinfection procedures ☐ Signage indicating maximum occupancy ☐ Electronic visitor log	
Handling forms and cash	☐ Access to hand washing facilities	☐ Encourage electronic form submissions ☐ Reduce handling cash by using online electronic payment options	☐ Consider wearing disposable gloves when handling cash and paper forms ☐ Hand sanitizer station
Computer use and answering phones		☐ Avoid sharing phones and computers, if possible ☐ If phones and computers are shared, ensure they are cleaned between users ☐ Staff responsible for cleaning and disinfecting their own work area throughout the day	
Physical Building			
Moving through common spaces		☐ Stagger classroom start/ dismissal times and review use of common spaces to reduce crowding ☐ Lockers not used ☐ Signage in high traffic area for physical distancing and traffic flow ☐ Removal of excessive furniture	☐ Staff and students (grades 4-12) required to wear face masks ☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able ☐ Face shields available
Operation and monitoring of the building ventilation system	☐ Infrastructure Maintenance Environmental Controls will adjust the ventilation rates in all Division facilities		
Cleaning and disinfection	☐ Disinfectant sprayers will be used in some areas (see Cleaning Standards)	☐ Enhanced cleaning and disinfection procedures ☐ Ensure adequate supplies of disinfectant and microfibre cloths available ☐ Procedures for disinfectant sprayer use	☐ Use of PPE as per product SDS (safety data sheet)
Stairs			☐ Hand Sanitizer stations at the bottom and top of stairs

Workplace Hazard Assessment: Covid-19

Instructional Areas

Classroom	☐ Maintain physical distancing of student desks, where possible and forward facing student seating when physical distancing not possible ☐ Access to hand washing facilities	☐ Removal of excess and soft furnishings	☐ Hand sanitizer at all classroom entrances ☐ Staff and students (grades 4-12) required to wear face masks ☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able ☐ Face shields available
Science lab, CTS/CTF, Arts	☐ Maintain physical distancing between equipment and desks, if possible ☐ Access to hand washing facilities	☐ Modified scheduling for course completion ☐ Cleaning protocol for shared equipment ☐ Enhanced cleaning and disinfection procedures in between student cohorts	☐ Hand sanitizer at all classroom entrances ☐ Staff and students (grades 4-12) required to wear face masks ☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able ☐ Face shields available
Physical/close contact while supporting students and operation of seclusion rooms in accordance with HG.AR		☐ Enhanced cleaning and disinfection procedures in between student cohorts ☐ Refer to Specialized Supports COVID-19 Guidelines	☐ Staff and students (grades 4-12) required to wear face masks ☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able ☐ Face shields available
Student/Staff health screening		☐ Daily health screening checklist ☐ Division COVID-19 entrance poster on entrances	
Classroom transitions		☐ Reduce classroom transitions by having the teachers move instead of the students where possible	☐ Staff and students (grades 4-12) required to wear face masks ☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able ☐ Face shields available

Housekeeping		☐ Remove materials that are difficult to clean/disinfect (stuffies, soft upholstered furnishings, area rugs, etc.) ☐ Remove personal appliances (kettles, mini-fridges, microwaves, etc.) from the classroom ☐ Housekeeping and Clutter ☐ Garbage cans lined with plastic bags	
Cleaning and disinfecting		☐ Enhanced cleaning and disinfection procedures for all instructional areas (see Cleaning Standards) ☐ All areas cleaned between cohorts of students	
Library			
Library materials and resources	☐ Access to hand washing facilities	☐ No access to students and staff (except designated staff) ☐ Follow Division protocol for access/return of library materials and resources (COVID-19 Division Re-Entry Strategy)	☐ Wear disposable gloves for pulling materials/resources or handling book returns ☐ Hand sanitizer stations ☐ Staff and students (grades 4-12) required to wear face masks ☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able
Fitness/Wellness Centres (Where Applicable)			
Operation of fitness/wellness centres Note: Fitness/wellness centres are operational for instructional purposes only	☐ Reconfigure fitness equipment to promote at least three metre physical distancing to lessen likelihood of transmission from higher exertion. Consider installing physical barriers between equipment wherever increased distancing is not possible. ☐ Access to hand washing facilities	☐ Maintain physical distancing of two metres between students for low-moderate intensity exercise (e.g. yoga) and three metres for high intensity exercise (e.g. HIIT) ☐ Enhanced cleaning and disinfection of fitness equipment and centre between each use. ☐ Signage for physical distancing, hand hygiene, cleaning/disinfection protocols.	☐ Hand sanitizer stations ☐ Staff and students (grades 4-12) required to wear face masks when not exercising

Outdoor Playground Structures and Seating (Where Applicable)			
Outdoor playground structures and seating		☐ Limit numbers to allow for physical distancing ☐ Consider taping outdoor seating as closed ☐ Restrict access to playground equipment ☐ Reference provincial guidelines for operation of playgrounds	☐ Hand sanitizer before and after using equipment
Common Lunchrooms/Cafeterias			
Shared lunch areas and cafeterias	☐ Maintain physical distancing between tables and chairs (two metres where possible) ☐ Access to hand washing facilities	☐ Stagger admittance to maximize physical distancing ☐ Limit table occupants to maximize physical distancing ☐ Enhanced cleaning and disinfection protocols between user groups	☐ Hand sanitizer stations ☐ Staff and students (grades 4-12) required to wear face masks when not eating ☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able and not eating
Washrooms			
Stalls, urinals and sinks	☐ Physical distancing floor markers or signage both inside and outside washrooms ☐ Access to hand washing facilities	☐ Consider blocking off some urinals and sinks to maintain physical distancing ☐ Signage indicating maximum occupants ☐ Students will use assigned washrooms	☐ Hand Sanitizer stations available
Cleaning and disinfection	☐ Disinfectant sprayers may be used	☐ Enhanced cleaning and disinfection procedures	☐ Use of PPE as per product SDS
Diapering/Toileting students (medically fragile, younger, disabled students)	☐ Dedicated diapering space/washroom ☐ Patient lifts where required ☐ Access to hand washing facilities	☐ Enhanced cleaning and disinfection ☐ Toileting procedure	☐ Hand Sanitizer station available ☐ Wearing masks is required for all staff ☐ Full face shields/goggles, gloves, gowns
Shared Equipment and Workstations			
Shared workstations (adult)	☐ Access to hand washing facilities	☐ Enhanced cleaning and disinfection prior to and after each use	☐ Hand sanitizer stations ☐ Staff and students (grades 4-12) required to wear face masks

		☐ Avoid if possible and consider alternate working locations ☐ Consider using signage confirming that the workstation has been cleaned and disinfected	☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able ☐ Face shields available
Staff Rooms, staff kitchen spaces	☐ Access to hand washing facilities	☐ Enhanced cleaning and disinfection prior to and after each use ☐ Avoid shared carafe style coffee makers - recommend use of pod style only ☐ No shared food, food preparation ☐ If kitchen appliances are used, ensure they are cleaned and disinfected between users ☐ Shared dishes/utensils are not recommended. ☐ If shared dishes/utensils are used, clean only in a dishwasher ☐ Determine maximum occupancy	☐ Hand sanitizer stations ☐ Staff required to wear face masks ☐ Face shields available
Work room equipment (laminators, paper cutters, printers, etc.)	☐ Ensure physical spacing of between equipment (two metres where possible) ☐ Access to hand washing facilities	☐ Enhanced cleaning and disinfection prior to and after each use ☐ Determine maximum occupancy	☐ Hand sanitizer stations ☐ Staff required to wear face masks ☐ Face shields available
Music Rooms/Assemblies			
Musical instruments classroom Instruction	☐ Access to hand washing facilities	☐ Instruments disinfected between users ☐ Do not share band instruments ☐ Physical distancing of 2 m between instruments on all sides and 3m for wind instruments ☐ Postpone in-person singing, cheering or shouting	☐ Hand sanitizer at all classroom entrances ☐ Staff and students (grades 4-12) required to wear face masks ☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able ☐ Face shields available
Assemblies and performances	☐ Postpone school assemblies or other large gatherings		
Emergent Illness Response			
Infirmary room	☐ Dedicated room for ill staff and students ☐ Access to hand washing facilities	☐ Remove all unnecessary materials to facilitate quick cleaning and disinfecting	☐ Hand sanitizer at all classroom entrances

		☐ Room must be cleaned and disinfected after each occupant has left	☐ Staff and students (grades 4-12) required to wear face masks ☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able ☐ Face shields available
Student or staff is physically ill in class or infirmary room	☐ Access to hand washing facilities	☐ Evacuate class to an alternate location ☐ Contact Custodian for deep clean of affected area ☐ Arrange to take ill student or staff to infirmary room	☐ Hand sanitizer at all classroom entrances ☐ Staff and students (grades 4-12) required to wear face masks ☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able ☐ Face shields available
Cleaning and disinfection of body fluids (spit, blood, vomit)	☐ Disinfectant sprayers may be used	☐ Enhanced cleaning and disinfection procedures	☐The following PPE are required when cleaning and disinfecting body fluids: - Mask - Goggles or Face Shield - Disposable gloves - Disposable gown ☐ Follow PPE disposal requirements
If a student or staff member starts to exhibit symptoms while at school	☐ Infirmary room available until picked up	☐ Enhanced cleaning and disinfection procedures ☐ Parent or guardian contacted for immediate pick-up	☐ Parents picking up ill students are required to wear a face mask ☐ Full face shields if other barriers are not in place
Student has recovered and wants to return to school		☐ Medical clearance is provided by parent or guardian, and/or required quarantine is over with no additional symptoms as per AHS requirements	☐ Staff and students (grades 4-12) required to wear face masks ☐ Students (K-3) asked to wear face masks when physically, psychologically or developmentally able