

Hazard Assessment - Transmission and Contraction of COVID-19

Date Created: March 31, 2020	Created by: OHS Services	Date of Last Revision: October 20, 2021
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COVID-19 EXISTING CONTROLS (APPLICABLE TO ALL)

<ul style="list-style-type: none"> Do not come to any worksite if you are feeling ill. Contact your supervisor on how to proceed. Increased environmental cleaning and disinfecting of frequently touched surfaces in City Buildings by Custodial Services Practice of physical distancing and keeping a distance of at least 2 meters/6 feet from others, or utilize face coverings when distancing is not attainable Do not shake hands, hug or fist bump. Instead, greetings can include a wave, a nod or a bow Minimize hand touch to high traffic touch surfaces-ie. Use your elbow or forearm to push door opener buttons or to push door entry bars. Utilize your own writing utensils and avoid sharing personal items- pens, phones etc. If you begin to feel unwell during your workday and begin to experience Flu like symptoms, contact your immediate supervisor, maintain physical distancing and be prepared to leave work Worker rotation of the tasks to maintain physical distancing 	<ul style="list-style-type: none"> Wash your hands often with soap and water. If hand washing facilities are not available, clean your hands using an alcohol based sanitizer Cover your mouth and nose with a tissue when you cough/sneeze or cough/sneeze into your arm/elbow Discard tissues into the regular garbage Avoid coughing/sneezing into your hand (be sure to wash your hands immediately if you do) Avoid touching your eyes, nose or mouth after shaking hands or touching hard surfaces like door handles. After touching these surfaces disinfect your hands with hand sanitizer or wash with soap and water Regularly clean and disinfect frequently touched and shared surfaces such as doorknobs, counters, telephones and computer keyboards prior to and after use 	<ul style="list-style-type: none"> Supply and management of hand washing facilities ensuring ready supply of hand soap and paper towel COE established Employee COVID-19 Guide Continually monitoring of relevant information sources and updating control measures when and if necessary Continually providing information to workers as the situation develops with continued access to government sources for current information and guidance Employee assistance program, support services and resources for workers who are feeling stressed Review of infection control policies, procedures and practices by CoE Nurses and doctor for effectiveness Evaluating whether undertaking work activities puts workers or members of the public at risk of exposure to COVID-19 and adjusting as needed COE Administrative Policy A1701: COVID-19 Vaccination, Procedure & COE COVID-19 Rapid Testing Program
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Task	Hazard	S	P	E	Rate 1	Additional Controls (used in addition to existing controls)	S	P	E	Rate 2	Comments
COVID-19 Self Assessment (to be completed prior to arriving at work)	Transmitting COVID-19 to others	2	2	3	Ser	<ul style="list-style-type: none"> Complete the pre-shift screening checklist to determine fitness for work Stay home if they have respiratory illness symptoms, complete the AHS Self Assessment and advise your direct supervisor of the recommendations. Use the AHS COVID-19 Self Assessment to determine if you need to be tested for COVID-19. Ensure ongoing communication with your direct supervisor of any testing completed Follow the COVID-19 Isolation and Quarantine Requirements 	2	1	1	Low	
Working in an office setting with <u>NO</u> members of the public present	Potential exposure to virus by: <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing touching objects or surfaces the virus has 	2	1	2	Mod	<ul style="list-style-type: none"> Approved face coverings are required in all indoor City of Edmonton owned and operated facilities and workspaces (including City vehicles) unless alone at a workspace or separated by a physical barrier. Scarves and other items are not approved for use Utilize temporary work from home arrangements following appropriate approvals Reduced occupancy in offices with employees working from home or at remote locations 	2	1	1	Low	

	landed on and then touching your eyes, nose or mouth.					<ul style="list-style-type: none"> • Appspace required to book a workspace at Century Place, Edmonton Tower, and Chancery Hall allowing only 33% of workstations on a floor to be booked • Reduce nonessential internal meetings • Transition from face-to-face internal meetings to virtual meetings and conference calls • Morning start work meetings to be completed in areas that can accommodate for physical distancing • Immediate post disinfection procedures for locations with confirmed COVID-19 cases • Regularly clean and disinfect frequently touched and shared surfaces such as doorknobs, key boxes and counters. • Plan travel path to be as direct as possible to intended end location • Using a touchless sign-in process with QR codes • Employees who are within 2 meters/6 feet of each other are required to wear face coverings when other protective controls (e.g. plexiglass shields) are not practical. While wearing a face covering, employees must still maintain physical distancing whenever possible • Follow COE Administrative Policy A1701: COVID-19 Vaccination, Procedure & COVID-19 Rapid Testing Program 					
Eating, drinking or smoking	Potential contact with COVID-19 contaminated surfaces, items, objects Examples include, but are not limited to: <ul style="list-style-type: none"> ○ Coffee cup ○ Water bottle 	2	2	2	Mod	<ul style="list-style-type: none"> • Prior to Eating, Drinking, Smoking/Vaping <ul style="list-style-type: none"> ○ wash your hands with soap and water for at least 20 seconds ○ When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol • Minimize hand contact with high traffic touch surfaces-ie. Use your elbow or forearm to push door opener buttons or to push door entry bars • Set up lunchroom tables and chairs so as to provide the 2 meters/6 feet physical distancing requirement. All extra chairs should be removed • Consider the use of the lunchroom's facilities and entering and exiting the room to help employees maintain physical distancing • Post signs and set up references to physical distance such as tape on the floor to ensure employees using sink, dishwasher, microwaves or accessing the fridge are reminded to comply with the 2 meters/6 feet physical distancing requirements • Stager lunch and coffee breaks so that 50% of employees use the break facilities at a time allowing more room for physical distancing • Utilize hard surface cleaning/disinfecting procedures to ensure the kitchen appliances and eating spaces are safe for use before and following use. • 2 meter/ 6 ft physical distancing MUST be maintained in smoke pits and lunch/coffee spaces • Soiled dishes are not to be left on counters or sinks. All items are to be cleaned and stowed away after use • NO sharing foods or smoking items • Items left in the fridge are to be labeled and safely packaged • If utilizing COE break spaces outside of your main work areas ensure sign in and orientation processes are adhered too 	2	1	1	Low	

<p>Working in an operations shop, garage, warehouse, or similar setting with <u>NO</u> public present</p>	<p>Potential exposure to virus by:</p> <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. 	2	2	2	Mod	<ul style="list-style-type: none"> Face coverings are required in all indoor City of Edmonton owned and operated facilities and workspaces (including City vehicles) unless alone at a workspace or separated by a physical barrier Reduced staffing levels to minimize the number of interpersonal interactions that can occur each day while maintaining service levels Transition from face-to-face tailgate meetings to virtual meetings and conference calls If tailgate meetings are required, spread out through the shop and maintain physical distancing space Report direct to site if permissible and forgo meeting in groups at start of day <ul style="list-style-type: none"> If working alone, ensure communication with your supervisor for check-in, check-out, before and after high risk activities and if you depart from the work-site for any reason. Signs on entry and exit doors to make sure specific doors are used to come in and out of facilities, and to verify pre-screening QR codes are clearly posted outside entry points Regularly clean and disinfect frequently touched and shared surfaces such as doorknobs and counters with approved COVID cleaning/disinfecting products Using a touchless sign-in process with QR codes Follow COE Administrative Policy A1701: COVID-19 Vaccination, & Procedure & COE COVID-19 Rapid Testing Program 	2	1	1	Low	
<p>Working in an outdoor location with <u>NO</u> public present</p>	<p>Potential exposure to virus by:</p> <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. 	2	2	1	Mod	<ul style="list-style-type: none"> Worker rotation of the tasks to maintain physical distancing Reschedule work for lower peak times, or around busy times Utilize open and available CoE buildings near your work locations for hand washing facilities Ensure hand sanitizer is available if away from hand washing facilities 	2	1	1	Low	
<p>Working, driving, operating and conducting pre-trip inspections on equipment such as vehicles, loaders, trucks, lifts, buses, and trains with <u>NO</u> public present</p>	<p>Potential exposure to virus by:</p> <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. 	2	2	2	Mod	<ul style="list-style-type: none"> Face coverings are required in all indoor City of Edmonton owned and operated facilities and workspaces (including City vehicles) unless alone at a workspace or separated by a physical barrier Take separate vehicles to worksites Multiple riders can distance themselves by sitting in the front and back seat if applicable Report direct to site if permissible and forgo meeting in groups at start of day <ul style="list-style-type: none"> If working alone, ensure communication with your supervisor for check-in, check-out, before and after high risk activities and if you depart from the work-site for any reason 	2	1	1	Low	

						<ul style="list-style-type: none"> Utilize open and available CoE buildings near your work locations for hand washing facilities If hand washing facilities are not available, clean your hands using an alcohol based sanitizer Pre-use cleaning and disinfection of the hard surface areas within the operators space can be completed with cleaning and disinfection wipes Wipe high touch surfaces such as door handle, steering wheels, dash, buttons, knobs, handset, radio, arm rests and allow to air dry Post-use disinfection of the hard surface areas within the operator's space can be completed with disinfection wipes at the end of shift. Completed shared vehicle cleaning stickers where applicable 					
Working in locations and environments with members of the public present	Potential exposure to virus by: <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. 	2	2	3	Ser	<ul style="list-style-type: none"> Restrict public access to areas where work needs to be completed by closing off areas, erecting visible boundaries such as pylons, caution tape or barriers Reschedule work for times when members of the public will not be present Avoid confrontations with members of the public direct public to communicate their concerns to 311 Utilize security services for situations where the public is not respecting physical distancing requirements in your work area, or are posing a risk Face coverings are required in all indoor City of Edmonton owned and operated facilities and workspaces (including City vehicles) unless alone at a workspace or separated by a physical barrier Cancellations of events with more than 50 attendees 	2	1	1	Low	
Working on sites with other employees and or Contractors (including Prime Contractor Sites)	Potential exposure to virus by: <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. Potential exposure to virus by: <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. 	2	2	2	Mod	<ul style="list-style-type: none"> Ensure that contractors procedures/policies for COVID-19 have been communicated and that the site controls are reflected in the site hazard assessment Participate in onsite safety meetings to encourage employees to spread out and to have them take place outside or in large, well-ventilated areas Take mindful breaks to determine how to do the work with social distancing Using a touchless sign-in process with QR codes 	2	1	1	Low	

<p>Working within 6 feet (2 metres) of a co-worker, contractor, patron or volunteer</p>	<p>Potentially transmitting or contracting COVID-19 from asymptomatic or pre-symptomatic individuals through expelled respiratory droplets or aerosols</p>	2	2	2	Mod	<ul style="list-style-type: none"> • Complete the pre-shift screening checklist to determine fitness for work • As per City policy and Public Health Order, DO NOT come to work if instructed not to through the AHS self assessment • Assess yourself for symptoms prior to completing a task within 2 meters/6 feet of others • Face coverings are required in all indoor City of Edmonton owned and operated facilities and workspaces (including City vehicles) unless alone at a workspace or separated by a physical barrier • Where possible and feasible, plan work tasks to minimize the close contact work activity as much as possible, try to group work tasks together so the close contact work is performed all at once. • Pre task meeting/discussion on the use of engineering controls such as guards or barriers • Pre task meeting/discussion on the use of administrative controls such as rescheduling, staggering or completing the task in segments while meeting physical distancing space • Employees who are within 2 meters/6 feet of each other are required to wear face coverings when other protective controls (e.g. plexiglass shields) are not practical. While wearing a face covering, employees must still maintain physical distancing whenever possible <p><i>Note: Additional task specific respiratory protective equipment or PPE may be required, based on other hazards present</i></p>	2	1	1	Low	
<p>Working with animals such as veterinarians, zoo keepers, animal attendants and teamsters.</p>	<p>Potential exposure to virus by:</p> <ul style="list-style-type: none"> • breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing • touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. 	2	2	3	Ser	<ul style="list-style-type: none"> • Maintain physical distancing. This may be a challenge, where possible limit or eliminate direct contact <ul style="list-style-type: none"> ◦ Where possible, find other options to provide food and animal husbandry activities ◦ Wear appropriate respiratory protection in situations where physical distancing can not be achieved • Refrain and or limit physical contact with animals. <ul style="list-style-type: none"> ◦ Animal licking and access to employee faces are prohibited. ◦ Where applicable, reduce or eliminate possible interactions with citizens such as facility closures, program cancellations and barriers for public locations • Diligent hand hygiene practices where available. This will include, but not limited to, before and after each animal interactions, activity changes, etc. • If hand washing facilities are not readily available, clean your hands using an alcohol based sanitizer where it will not impact animal health • Pre-use disinfection of the hard surface areas within the operator's space can be completed with appropriate disinfectant • Disinfect high touch surfaces such as door handles, steering wheels, dash, buttons, knobs, handset, radio, arm rests and allow to air dry • Post-use disinfection of the hard surface areas within the operator's space can be completed with disinfection wipes at end of shift • When responding to animal related emergencies (e.g. broken leg) where influenza-like illnesses can't be ruled out in the operators, and physical distancing is impossible, respiratory protection (at minimum N95), gloves, 	2	1	2	Mod	

						<p>safety glasses or face shield are required</p> <ul style="list-style-type: none">• Follow any pre-existing procedures that do not contradict this hazard assessment					
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Section 2 - Only Applicable to ETS, LRT and DATS Employees

Task	Hazard	S	P	E	Rate 1	Additional Controls (can be used in addition to existing controls)	S	P	E	Rate 2	Comments
<p>Working, driving, operating with public present (Bus and LRV)</p> <p>Accepting/ issuing fares and transfers from clients</p>	<p>Potential exposure to virus by:</p> <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. <p>Passengers entering from the front of the bus</p> <p>Potential physical contact with passengers hands</p> <p>Physical contact with potentially contaminated money, tickets and transfers</p> <p>Physical and verbal confrontation with customers due to non compliance of mask use</p>	2	2	3	Ser	<ul style="list-style-type: none"> Enhanced cleaning and disinfecting of buses, LRT and DATS vehicles Enhanced cleaning and disinfecting of transit centres and LRT stations Driver shields Peace officers patrols for situations where the public is not respecting physical distancing requirements, or are posing a risk Service adjustments and seat signage to allow empty seats between passengers to promote physical distancing Issued sanitizing wipes to wipe high touch surfaces mid shift Remove clothing/uniform and launder at the end of shift- wipe down things that can't be laundered with sanitizing wipes - belts, vests, certain gloves, boots, etc. Face coverings are required in all indoor City of Edmonton owned and operated facilities and workspaces (including City vehicles) unless alone at a workspace or separated by a physical barrier. Mandatory use of a Non Medical Mask or Face Covering when riding in a transit vehicle Mask is not required if the Operator is in the Operator's seat with the shield up (in the closed position). If shields are down (in the open position) or the Operator is out of their seat in the vehicle, masks must be worn Customers are required to wear face coverings when inside public facilities, including transit centers, busses and LRT Operators to remain seated and behind shield, advise of mandatory mask use, do not take aggressive approach with customers, de-escalate situation as per training if required, contact control if situation requires Remind clients to remain by shield (if required) Hold bus transfer by end of transfer and pass other end of transfer around front of shield to passenger. Sanitize hands if contact is made with passenger If money, transfers or tickets clog transfer box push down with hands then sanitize hands Avoid touching your face throughout shift 	2	1	1	Low	
<p>Working in environments or situations where direct close contact and/or handling clients is required (i.e. DATS operators)</p>	<p>Potential exposure to virus by:</p> <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing 	2	2	3	Ser	<ul style="list-style-type: none"> Enhanced cleaning and disinfecting of Transit vehicles (buses, LRT & DATS) Requests for DATS clients to pre-screen themselves prior to booking DATS rider companion to assist client when possible Supervisor escalation if a client is showing signs of 	2	1	1	Low	

<p>Accepting/Issuing fares and transfers from clients</p>	<ul style="list-style-type: none"> touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. <p>Transmitting COVID-19 to vulnerable persons</p> <p>Physical contact with potentially contaminated money, tickets and transfers</p> <p>Contact with potentially contaminated money, tickets and fares by DATS operation technicians</p>				<p>illness/symptomatic</p> <ul style="list-style-type: none"> Limit number of clients per transport to follow Alberta Health guidelines with proper physical distancing The use of non-medical single use masks is required at all times by the operators. Operators shall don the masks prior to any interactions with the clients and the masks shall be properly worn during the transport of the clients. Masks can be removed if no client is present on the bus and the area has been properly sanitized. Non medical masks and nitrile gloves are to be discarded into the garbage after each use. Issued sanitizing wipes to wipe high touch surfaces Remove clothing/uniform and launder at the end of shift- wipe down things that can't be laundered with sanitizing wipes - belts, vests, certain gloves, boots, etc. Customers are required to wear face coverings when inside public facilities, including transit centers, busses, LRT, and DATS Wear required PPE when in contact with clients and accepting fare payment Follow fare acceptance policies, have client place payment into fare bag Contact dispatch if there is a concern with a potential contaminated fare or refusal to pay fare Operation technicians to wear gloves when handling fare bags Gloves and masks required when auditing fare bag counts, follow proper donning/doffing procedures Fare bags to be wiped with sanitizing wipe prior to returning to drivers Area to be cleaned and disinfected where fare bag counts are completed Avoid touching your face throughout task 				
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Risk Rating			
Assigned Value	1	2	3
Severity	First Aid	Lost Time Injury	Fatal
Probability	Unlikely	Probable	Likely
Exposure	Rarely (less than once a month)	Often (three times a week)	Every Day
Rating Score	Serious 7, 8, 9 Moderate 5, 6 Low 3, 4		Note: Rate 1 is to be completed with no controls in place, and Rate 2 to be completed with controls in place

Personal Protective Equipment (PPE) for Close Proximity Work	
Distance between workers and/or members of the public:	Minimum PPE required for protection for COVID-19:
<ul style="list-style-type: none"> Less than 2 meters/6 feet 	<ul style="list-style-type: none"> Non-medical face mask and/or face covering Standard task and site PPE

Version:	Changes Made:	Date:	Changes Made by:
Archived Revision History - City Operations and IIS COVID-19 Hazard Assessment (transferred monthly)			
V15	Removed supporting documentation area (links no longer apply) Updated masking requirements Updated control under eating, drinking or smoking hazard	March 19, 2021	Amy Schmidt
V16	Updates to reflect post stage 3 control measure changes	July 23, 2021	OHS Development & Maintenance Team
V17	Updates to reflect public health changes effective August 16, 2021	August 9, 2021	OHS Development & Maintenance Team
V18	Updates to reflect the reinstated masking requirements	August 31, 2021	OHS Development & Maintenance Team
V19	Updates to reflect the physical distancing requirements	September 9, 2021	OHS Development & Maintenance Team
V20	Added COE Vaccination Policy, Appspace	October 20, 2021	OHS Development & Maintenance Team

