

Hazard Assessment - Transmission and Contraction of COVID-19 - Post Stage 3 (August 31, 2021)

Date Created: March 31, 2020	Created by: OHS Services	Date of Last Revision: September 2, 2021
-------------------------------------	---------------------------------	---

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 Encourage distancing and respecting one another Minimize hand touch to high traffic touch surfaces. <ul style="list-style-type: none"> i.e. 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 encourage physical distancing Continue the use of protective shields wherever possible 	<ul style="list-style-type: none"> Wash your hands often with soap and water. If handwashing 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 COVID-19 Task Force and 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
---	---	--

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 (printable version) to determine fitness for work Stay home if they have flu-like symptoms for 10 days, or until symptoms resolve, as per AHS direction - Ensure ongoing communication with your direct supervisor of AHS recommendations and any testing completed Use the AHS COVID-19 Self Assessment to determine if you need to be tested for COVID-19 Follow the Alberta Government Self-Isolation Information Sheet 	2	1	1	Low	
Working in an office setting with <u>NO</u> members of the public present	Potential contact with COVID-19 contaminated surfaces and/or individuals	2	1	2	Mod	<ul style="list-style-type: none"> Utilize temporary work from home arrangements following appropriate approvals Reduced occupancy in offices with employees working from home or at remote locations Continue to utilize virtual meetings and conference calls where possible 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. Using a touchless sign-in process with QR codes Face coverings (masks) 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. 	2	1	1	Low	

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 or smoking <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 rub with at least 60% alcohol ● Minimize hand contact with high traffic touch surfaces, i.e. Use your elbow or forearm to push door opener buttons or to push door entry bars ● Encourage distancing and respecting one another ● Staggering start times and breaks as operationally feasible; particularly with the use of lunchrooms ● Utilize hard surface cleaning/disinfecting procedures to ensure the kitchen appliances and eating spaces are safe for use before and following use. ● Soiled dishes are not to be left on counters or sinks. All items are to be cleaned and stowed away after use. ● NO shared foods or smoking items ● Items left in the fridge are to be labelled and safely packaged ● If utilizing COE break spaces outside your main work areas, ensure sign in and orientation processes are adhered too. 	2	1	1	Low
Working in an operations shop, garage, warehouse, or similar setting with <u>NO</u> public present	Potential contact with COVID-19 contaminated surfaces and/or individuals	2	2	2	Mod	<ul style="list-style-type: none"> ● Reduced staffing levels to minimize the number of interpersonal interactions that can occur each day while maintaining service levels ● Continue to utilize virtual meetings and conference calls where possible ● Signs on entry and exit doors 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 ● Face coverings(masks) 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. 	2	1	1	Low
Working in an outdoor location with <u>NO</u> public present	Potential contact with COVID-19 contaminated surfaces and/or individuals	2	2	1	Mod	<ul style="list-style-type: none"> ● Worker rotation of the tasks to encourage physical distancing ● Utilize open and available CoE buildings near your work locations for handwashing facilities ● Ensure hand sanitizer is available if away from handwashing facilities. 	2	1	1	Low
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	Potential contact with COVID-19 contaminated surfaces and/or individuals	2	2	2	Mod	<ul style="list-style-type: none"> ● Face coverings(masks) 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. ● Multiple riders can distance themselves by sitting in the front and back seat if applicable ● Utilize open and available CoE buildings near your work locations for handwashing facilities ● If handwashing facilities are not available, clean your hands using an alcohol based sanitizer ● Pre-use cleaning and disinfection of the hard surface areas within the operator's 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 	2	1	1	Low

Working in locations and environments with members of the public present	Potential contact with COVID-19 contaminated surfaces and/or individuals present	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 are posing a risk Face coverings (masks) are required for all employees 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. 	2	1	1	Low
Working on sites with other employees, contractors and/or volunteers (including Prime Contractor Sites)	<p>Potential contact with COVID-19 contaminated surfaces and/or individuals</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 Face coverings (masks) 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. Encourage distancing and respecting one another The use of a protective shield wherever possible. An evaluation/assessment could be completed to determine if one is still suitable and has additional safety or other functions. Staggering start times and breaks as operationally feasible; particularly with the use of lunchrooms. 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 to encourage physical distancing space 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 Using a touchless sign-in process with QR codes 	2	1	1	Low
Working with animals such as veterinarians, zookeepers, animal attendants and teamsters.	Potential contact with COVID-19 contaminated surfaces, individuals or animals.	2	2	3	Ser	<ul style="list-style-type: none"> Encourage physical distancing. Where possible limit or eliminate direct contact. Where possible, find other options to provide food and animal husbandry activities. Refrain and or limit physical contact with animals. Animal licking and access to employee faces are prohibited. Diligent hand hygiene practices when available. This will include, but not limited to, before and after each animal interactions, activity changes, etc. If handwashing 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. Follow any pre-existing procedures that do not contradict this hazard 	2	1	2	Mod

						assessment.						
--	--	--	--	--	--	-------------	--	--	--	--	--	--

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
Working, driving, operating with public present (Bus and LRV) Accepting/ issuing fares and transfers from clients	Potential contact with individuals who have COVID-19 and/or COVID-19 contaminated surfaces Passengers entering from the front of the bus Potential physical contact with passengers hands Physical contact with potentially contaminated money, tickets and transfers Physical and verbal confrontation with customers due to non compliance of mask use	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 public guidelines are not being followed, or public may be posing a risk Issued sanitizing wipes to wipe high touch surfaces mid shift 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 need to be worn. 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	
Working in environments or situations where direct close contact and/or handling clients is required (i.e. DATS operators) Accepting/Issuing fares and transfers from clients	Potential contact with individuals who have COVID-19 and/or COVID-19 contaminated surfaces Transmitting COVID-19 to vulnerable persons Physical contact with potentially contaminated money, tickets and transfers Contact with potentially contaminated money, tickets and fares by DATS operation technicians	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 illness/symptomatic Limit number of clients per transport to encourage physical distancing Mandatory use of a Non-Medical Mask or Face Covering when riding in a transit vehicle. 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. Nonmedical masks and nitrile gloves are to be discarded into the garbage after each use. Issued sanitizing wipes to wipe high touch surfaces 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 	2	1	1	Low	

- 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

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	

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

