Joint Health and Safety Committee

This checklist is intended to provide additional guidance on inspecting workplace environments for potential health and safety hazards during COVID-19. It is not intended to be exhaustive. Committees should regularly review and update their checklist when necessary.

Prior to conducting workplace inspections during COVID-19, please consider the following:

- Can a safe physical distance (>2m) be maintained within the inspection team
- Floor plans are provided where appropriate and inspection area discussed prior to inspections
- Is the space being inspected small and not conducive to movement within
  o If the space being inspected does not allow a safe physical distance to be maintained, is it critical that this space be inspected this month?
- Inspection area have been assessed and classified to determine which area are critical and non-critical for inspection. High-risk area (i.e. COVID-19 research space) may require additional coordination or may be delayed.
- Inspection area have been assessed and where appropriate, modified to reduce direct contact with occupants and to follow physical distancing. For example:
  o Limiting the number of people for inspections
  o Inspecting areas during off-peak hours
  o Propping the door open for the individual to enter and allowing enough time for the individual to walk >2m away prior to the second individual entering
- Handwashing facilities with soap and water are available. If soap and water are not available, alcohol-based hand sanitizer are available to the inspectors.
- Where pens are needed for noting inspection items, each individual should use their own. If not, only one individual can take notes.

Scheduling/Workflow/Task Assessment

- Tasks have been assessed and where appropriate, modified to reduce direct contact with persons and to follow physical distancing (>2m).
- Strategies to encourage physical distancing have been implemented (protective barriers, chairs/tables with signage, scheduling/staggering use of areas, etc.).
- Staff in public facing positions have been advised on where to position themselves to maintain physical distancing such as the picking up and dropping off of items.
- Number of drop-ins are limited through the use of scheduling/appointments.

Physical Environment/Physical Distancing

- Strategies for physical distancing and directing the flow of traffic in common areas (elevators, hallways, stairwells, lobbies, etc.)
- Assess if non-essential high touch services can be removed (e.g. doors)
- Common areas (e.g. waiting rooms, lunchrooms, etc.) taped off, remove or modify tables and chairs to follow physical distancing.
- Strategies for washroom use implemented (e.g. posting of maximum occupancy to maintain physical distancing)
- Due to staggered work shift, individuals may be working alone more frequently. Where applicable, working alone procedures have been implemented and communicated.
- Develop a plan for controlling access points.

Vehicles

- Are there procedures in place to maintain physical distancing (i.e. only one staff member per vehicle, use seating arrangements that provide the greatest amount of separation between workers, avoid facing each other while speaking).
- Procedures for disinfecting high touch surfaces between operators.
- Remove unnecessary belongs/clutter and use a garbage bag or wastebasket and regularly dispose of trash to avoid buildup.
- Where possible, arrange for the same driver throughout a shift.
- When using public equipment/surfaces (e.g. pump handle, keypad) be mindful that it may be contaminated. Use contactless or electronic means as much as possible. If feasible, wear gloves and disinfect. If not, wear gloves, do not touch face and wash/sanitize hands after touching public equipment/common surfaces.

### Hand hygiene/cleaning & disinfection

- Handwashing facilities with soap and water are available. If soap and water are not available, alcohol-based hand sanitizer are provided.
- Hand washing posters are posted at handwashing areas and cough/sneeze etiquette posters are posted.
- High touch surfaces and shared equipment are cleaned and disinfected frequently/between users.
- Where pens are needed for signatures, have two piles. Clean pens can be placed individually on the table, “used” pens can be placed in a “used” bucket. Disinfect “used” pens as needed. Carry own pen to avoid sharing.

### Communication

- COVID-19 prevention/precautions and COVID-19 assessment posters been posted at entrances to the workplace.
  - COVID-19 related posters are available at: [https://ehs.utoronto.ca/covid-19-information/](https://ehs.utoronto.ca/covid-19-information/)
- When scheduling shipments (drop-offs) and appointments, parities are screened (see COVID-19 assessment poster) and where applicable, provided with department-specific procedures regarding COVID-19.
- For regular/repeat visitors, there is a process for communicating COVID-19 prevention/precautions (including physical distancing), COVID-19 assessment criteria and other department-specific instructions regarding COVID-19.
- Communications/procedures/instructions (including department specific instructions) have been communicated to employee:
  - Staff (e.g. reception/service counters) have been provided with scripts to remind visitors about physical distancing

### Others items that may be specific to your unit.

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