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| **Infectious Disease Exposure Risk Assessment** |

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| STEP 1 | **Job Site or Building** | Administration Building - PHASE 2 |
| **Date** | April 27, 2020 |
| **Completed By** | Andrew Brooks ; |

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| STEP 2 | **Risk Assessment BEFORE Controls** | | |
| Low Risk | Moderate Risk | High Risk |
| Exposure to employees, public or shared materials or workstations is rare. | Exposure to employees, public or shared materials or workstations occurs several times per day. | Exposure to employees, public or shared materials or workstations occurs several times per hour. |

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| STEP 3 | Assess the types of exposures to infectious disease and determine the appropriate controls to reduce exposure: | | |
| Activity and Hazard | **X = YES** | Controls |
| Exposure through contact with employees. |  | Physical distancing.  Single-person travel.  Hand washing and sanitizing supplies.  Staggered start/end and break times.  Cleaning and sanitizing.  Teleworking.  Department-specific access and egress points.  One-direction aisles, stairs and walkways.  Only department-assigned staff to enter specific department areas, except for necessary business activities.  Touch point cleaning twice per day.  One-on-one meetings, as long as physical distancing can be achieved.  Multiple employee meetings should be avoided, use MS Teams. |
| Exposure through asymptomatic carriers. |  | Staying home if you have any illness symptoms.  Self-isolating for 14-days when returning from outside of Canada.  Staying home if in close contact with someone who is diagnosed or who has infectious disease symptoms. |

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| STEP 3 CONTINUED | Assess the types of exposures to infectious disease and determine the appropriate controls to reduce exposure: | | |
| Activity and Hazard | **X = YES** | Controls |
| Exposure through contact with the public. |  | Close facility.  Physical distancing.  Hand washing and sanitizing supplies.  Alternate entry.  Physical barrier (sneeze guard).  Meetings by appointment only.  Appointment pre-screening.  Reduced service.  Cleaning and sanitizing.  Building remains closed to the public. |
| Exposure through contact of vehicles and equipment. |  | Single-person travel.  Barrier between front and rear seats.  Cleaning and sanitizing.  PPE – gloves.  Hand washing and sanitizing supplies. |
| Exposure through the handling of materials. |  | Delivery by appointment only.  PPE - gloves.  Hand washing and sanitizing supplies.  Cleaning and sanitizing. |
| Exposure through contact of tools. |  | Cleaning and sanitizing.  PPE – gloves.  Hand washing and sanitizing supplies. |
| Exposure through contact of personal protective equipment (PPE). |  | Cleaning and sanitizing.  Disposable PPE.  Assigned PPE; no sharing.  Hand washing and sanitizing supplies. |
| Exposure through sharing common spaces with others. |  | Physical distancing.  Hand washing and sanitizing supplies.  One-person restriction in shared space.  Staggered start/end and break times.  Cleaning and sanitizing. |
| Exposure through work on computer, desk or office. |  | Physical distancing.  Cleaning and sanitizing. |

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| STEP 3 CONTINUED | Assess the types of exposures to infectious disease and determine the appropriate controls to reduce exposure: | | |
| Activity and Hazard | **X = YES** | Controls |
| Exposure when handling cash. |  | Physical distancing.  Physical barrier (sneeze guard).  Hand washing and sanitizing supplies.  Cleaning and sanitizing.  Stop accepting cash. |
| Exposure when passing others in hallways or aisles. |  | Physical distancing.  One-way route.  Cleaning and sanitizing. |
| Exposure to biohazardous materials. |  | Cleaning and sanitizing.  PPE – gloves.  PPE – respirator.  PPE – gown or coveralls.  Hand washing and sanitizing supplies. |
| Exposure when performing first aid treatment to a WORKER. |  | Physical distancing.  Cleaning and sanitizing.  PPE – gloves.  PPE – respirator.  Hand washing and sanitizing supplies.  Patient wear surgical mask. |
| Exposure while performing first aid treatment to a member of the PUBLIC. |  | Physical distancing.  Transmission control – face mask.  Cleaning and sanitizing.  PPE – gloves.  PPE - respirator.  PPE – gown or coveralls.  Hand washing and sanitizing supplies. |

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| STEP 4 | Identify the additional controls the have been implemented to reduce exposure to infection diseases | |
| **Worker policies and procedures** | COVID-19 - SWP and HIRA.  Working Away From The Office.  COVID-19 Workplace Control Practices - to be issued May 14. |
| **Public procedures** |  |
| **Work environment or work processes** | COVID-19 - SWP and HIRA. |
| **Training** | Workers receive education or training in the following:   * The risk of exposure to pandemic influenza and SARS, and the signs and symptoms of the disease. * Safe work procedures to be followed, including hand washing and cough/sneeze etiquette. * Location of washing facilities, including dispensing stations for alcohol-based hand rubs. * How to seek first aid. * How to report an exposure to, or symptoms of, pandemic influenza or SARS.   Workers receive education or training in the department-specific safe work procedures. |
| **Communication** | Weekly staff updates from senior management.  Daily check-in with supervisor or manager. |

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| STEP 5 | **Risk Assessment AFTER Controls** | | |
| Low Risk | Moderate Risk | High Risk |
| Exposure to employees, public or shared materials or workstations with NO infectious disease controls is rare. | Exposure to employees, public or shared materials or workstations with NO infectious disease controls occurs several times per day. | Exposure to employees, public or shared materials or workstations with NO infectious disease controls occurs several times per hour. |

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| STEP 6 | **Response After Case Or Outbreak** | |
| **Policies and procedures** | Contact Island Health to obtain their assistance:  Contact tracing.  Testing.  Worker(s) self-quarantine or self-isolation.  Communication.  Work area sanitizing.  Work area isolation.  Building or service closure.  Personal protective equipment. |

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| Additional Comments |
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| Revision Date | Revision Details | Revision Owner |
| Apr 14, 2020 | Original version. | Andrew Brooks |
| Apr 30, 2020 | Added step 6. | Andrew Brooks |