



EMPLOYER COVID-19 RISK ASSESSMENT

INSTRUCTIONS

This risk assessment will help you determine whether it is safe for your employees to return to the workplace. Use the questions on the following page to guide you, and be sure to always practice the safety protocol listed below in public spaces.

- 1** Social distancing must be at least six feet away from any other person in any circumstance.
- 2** Wash your hands with soap and water for at least 20 seconds, or if soap and water is not available, use alcohol-based hand sanitizer after contact with anyone or after contact with surfaces in communal areas, for example, phones, video conference equipment, door handles, stairways, elevators, etc.
- 3** Cough into your bent elbow or into a tissue. Then discard the tissue in a bin and wash your hands.
- 4** Avoid touching your eyes, nose and mouth with unwashed hands, including gloved-hands.
- 5** These protocols should be practiced in addition to PPE protocols that are in place, for example, wearing a face covering at all times when out in public.



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EMPLOYEE TRAINING AND AWARENESS



Employees have received training on COVID-19 and the virus causing it, how it's spread, the symptoms of the disease and how they can protect themselves against infection.

Yes

No

Employees have been trained and are familiar with the COVID-19 protocols in the workplace.

Yes

No

Employees know the protocol of self-isolating at home if they become ill with symptoms of COVID-19.

Yes

No

Employees know what to do and and to whom to report if they become ill with symptoms of COVID-19.

Yes

No

Employees have been educated about the screening and testing procedures for COVID-19.

Yes

No

Employees have been educated about contact-tracing for COVID-19 if they test positive for COVID-19.

Yes

No

Employees have been trained on how to correctly store, use and safely dispose of PPE.

Yes

No

HYGIENE AND CLEANING MEASURES



All employees have access to hand-washing stations where they can use soap and water to wash their hands or they have access to approved (70% alcohol) hand sanitizer.

Yes

No

Surfaces and equipment are cleaned and disinfected with approved disinfection/sanitizing products on a regular basis (at least every four hours).

Yes

No

Employees know the required personal hygiene practices, such as coughing/sneezing into their elbow if they do not have a clean tissue, washing hands regularly for 20 seconds, and not sharing stationary, eating utensils and/or PPE with a colleague.

Yes

No

REDUCE PHYSICAL CONTACT (social distancing six feet or two arm lengths)



Employees have been educated on the social distancing rule of keeping a distance of at least six feet or two arm lengths between themselves and any colleague or person from the public.

Yes

No

Employees know that they need to avoid physical contact with others such as handshakes, touching and hugs.

Yes

No

Employees know that crowds or gatherings, according to local or state guidelines, (in spaces where there is not sufficient ventilation) need to be avoided at the workplace.

Yes

No

Employees are aware that when on breaks or dining at work, they need to maintain a six-foot distance from colleagues, and they must not sit face-to-face opposite any other person.

Yes

No

PERSONAL PROTECTIVE EQUIPMENT (PPE)



Employees have all the PPE that they need to protect them from COVID-19 while they perform their jobs.

Yes

No

Our PPE is in a good condition and employees know how to use it and how to replace it when it is damaged, worn or lost.

Yes

No

PERSONAL WELL-BEING



Employees must continually monitor themselves for early COVID-19 symptoms (cough, sore throat, shortness of breath or fever $\geq 100.4^{\circ}\text{F}$) or flu symptoms and where to report if they experience any of the symptoms listed above.

Yes

No

Employees know how to access psychological support services should they feel the need for them.

Yes

No

EMERGENCY RESPONSE



Employees are familiar with the correct procedures to follow in the event that someone at home or or in the workplace has symptoms of COVID-19.

Yes

No