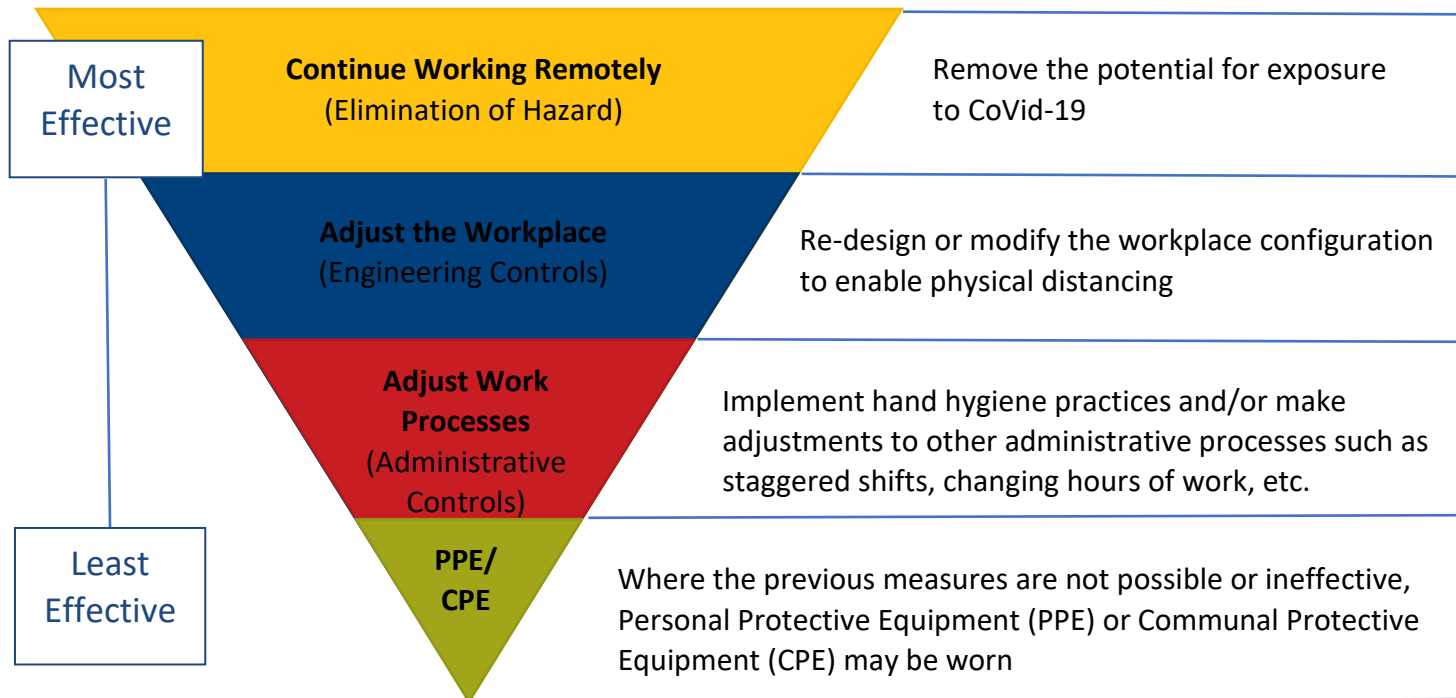


COVID-19 Health and Safety Risk Assessment Form Planning for Returning to Campus

As Lakehead University plans to return some of its functions to campus during the COVID-19 pandemic, the following Risk Assessment Form is designed to help faculty/department planners, Supervisors, Health and Safety representatives and/or Joint Health and Safety Committees identify risks, develop safe work procedures and implement the necessary controls. It is a tool to assist in identification and mitigation of risks, and should be used in conjunction with the Lakehead University [Return to Campus Guidelines](#).

Hierarchy of Controls

The application of the Hierarchy of Controls (Elimination, Substitution Engineering Controls, Administrative Controls, and then Personal Protective Equipment (PPE)) is a recognized approach to hazard containment, where the levels of control at the highest level (Elimination and Substitution) are considered the most effective at mitigating risk of exposure, compared to the lowest level of control (Administrative Controls and PPE). This method for protecting workers will be applied where feasible. It is important to know that PPE is the least effective level of protection and should always be used when other measures have been exhausted.



General information

| | |
|---------------------|--|
| Department | |
| Area(s) | |
| Completed by | |
| Date | |

List of tasks to be considered while conducting this assessment:

| Items | Response | Risk Mitigation Measures | Comments |
|--|---|--|-----------------|
| Does the work need to be performed on campus at this time? If no, continue remote work arrangements. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial | <ul style="list-style-type: none"> ○ Only those required to be on campus to attend ○ Encourage team members to access space on campus only when necessary and for the minimum amount of time | |
| Can start/end times be staggered to reduce crowding? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> ○ Stagger/reduce wherever possible | |

| | | | |
|--|--|---|--|
| Can breaks and lunch times be staggered to reduce crowding of shared spaces? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> ○ Stagger/reduce wherever possible | |
| Can work be alternated between on campus and working remotely to reduce crowding (e.g. staff alternate regular work days coming into the office each week)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> ○ Stagger/reduce wherever possible ○ Consider creating “teams” of workers present on-campus to reduce the number of interactions. | |
| Has a regular cleaning schedule been established? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> ○ Contact Physical Plant regarding the updated cleaning schedule or to secure cleaning products | |
| Have all tasks been reviewed to ensure that they can be conducted while maintaining a 2m distance? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> ○ Assess tasks to ensure that physical distancing can be maintained. | |
| When physical distancing of 2m cannot be maintained, have necessary barriers, procedures and/or PPE been arranged as required to reduce exposure risks? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable | <ul style="list-style-type: none"> ○ Contact Physical Plant regarding supply and installation of plexiglass barriers as necessary. ○ Reconfigure the workspace to maximize physical distancing. ○ Contact the Bookstore for PPE supplies and hand sanitizer | |
| Has necessary signage and physical distancing visual reminders been posted (e.g. posters on appropriate hygiene practices in the washrooms and kitchens; arrows for direction of travel and spacing indicators on floors; etc.)? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | <ul style="list-style-type: none"> ○ Posters are available for download https://www.lakeheadu.ca/about/branding/templates/physical-distancing-signage. <p>Posters can be self printed or contact Print and Mail Services to order laminated copies. Decals are available through Physical Plant.</p> | |
| Have staff/faculty been made aware of daily self-assessment requirements for on campus work? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> ○ Inform staff/faculty of requirement ○ https://covid-19.ontario.ca/self-assessment/ | |
| Are staff aware of the procedure if someone becomes ill at work? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> ○ Send individuals home if they are ill ○ Be prepared for sudden staffing level | |

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|---|---|---|--|
| https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/health-safety/tb/occupational-health/covid-19-safe-work | | changes due to self-isolation requirements for anyone who develops symptoms and/or is otherwise directed by public health; or accommodation needs | |
| Have all staff/faculty (including casual, part-time and student staff) completed the Return to Campus COVID-19 Training? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> ○ E-learning module to be completed by all staff/faculty, including casual and student staff, before returning to campus ○ Every effort should be made to have staff/faculty complete the training before returning to campus. However, under some circumstances training can be done on-site provided a discussion regarding screening requirements, processes, controls, expectations, etc. has been had with the employee before they return to campus and the training is provided immediately upon return | |
| Have you communicated with staff about the content of this form and/or shared this completed form for your area, with all members of your staff/team? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> ○ This needs to be completed before staff/faculty come on site ○ Staff/faculty should have clear understanding and adhere to the control measures in their work areas | |

Location Risk Assessment Guidance

Risk mitigation measures* **must** be put in place where contact distance is less than two meters and exceeds 15 minutes. Complete the form for your area(s) under your control.

| Risk | Explanation |
|---------------|---|
| Low risk | Contact that is brief (a few seconds or minutes) and distant (at least two metres), like walking by a person in a hallway. |
| Moderate risk | Falls between low and high risk, such as a short meeting (less than 15 minutes but more than a brief encounter), seated two metres apart. |
| High risk | Prolonged close contact, i.e. more than 15 minutes; closer than two metres, e.g., sitting together in a lunchroom, in-person client services. |

General areas, office settings, classrooms and waiting areas

| Work setting/ service* | Risk (low, medium, high) | Risk Mitigation Measures | Risk Mitigation Measures put in place (select from left column) | Resources Required | Information/ training required | Communication Required |
|--|--------------------------|---|--|--------------------|--------------------------------|------------------------|
| Cubicles | | Practice physical distancing. 1. Set occupancy limits in meeting rooms, lunchrooms, shared spaces etc. 2. Integrate teleworking and virtual meetings where possible. 3. Stagger start times, breaks and lunch times to reduce crowding. 4. Avoid sharing communal office equipment/supplies (e.g., printers, computer workstations). 5. Spatial separation of workstations. 6. Enhance cleaning, with special attention to frequently touched surfaces and objects 10. Encourage all staff to wipe down shared items and surfaces after each use | | | | |
| Kitchenette/ break rooms | | | | | | |
| Meeting rooms / common rooms | | | | | | |
| Printer / photocopy station | | | | | | |
| Shared computer terminals | | | | | | |
| Other(s) as applicable Shared washrooms, elevators, | | | Obey posted signage directing occupancy or directional usage. Alert Physical Plant if signage is missing. | | | |

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|--------------------|--|--|--|--|--|--|
| hydration stations | | | | | | |
|--------------------|--|--|--|--|--|--|

Service counter/reception desks

| Work setting/ service* | Risk (low, medium, high) | Risk Mitigation Measures | Risk Mitigation Measures put in place (select from left column) | Resources Required | Information/ training required | Communication Required |
|--------------------------|--------------------------|--|---|--------------------|--------------------------------|------------------------|
| Service counters | | 1. Post appropriate signage to encourage mask wearing and physical distancing measures. 2. Barriers, such as clear Plexiglass placed between staff and visitors who must interact within 2 metres. 3. Staff and customers must wear a non-medical mouth and nose as per government and Lakehead University directive. 4. Provide hand sanitizer stations. 5. Set occupancy limits for lobby/line-ups, washrooms, shared spaces. 6. Enhance cleaning, with special attention to frequently touched surfaces and objects. 7. Have customers book/sign-up ahead online on when to come in, to | | | | |
| Lobby, line-ups | | | | | | |
| Back office shared space | | | | | | |

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|--|--|---|--|--|--|--|
| | | reduce number of people in the area at the same time. | | | | |
|--|--|---|--|--|--|--|

Mechanical/electrical spaces/workshops

| Work setting/ service | Risk (low, medium, high) | Risk Mitigation Measures | Risk Mitigation Measures put in place (select from left column) | Resources Required | Information/ training required | Communication Required |
|--|--------------------------|---|---|--------------------|--------------------------------|------------------------|
| Shared surfaces | | 1. Post appropriate signage to encourage mask wearing and physical distancing measures Barriers, such as clear Plexiglass placed between staff who must interact within 2 metres. 2. Staff and customers must wear a non-medical mouth and nose as per government and Lakehead University directive. Set occupancy limits on work areas, lunchrooms, change rooms etc, keeping in mind 2m distancing requirements. 3. Provide hand sanitizer stations in area if hand washing facilities are not accessible. 4. Enhance cleaning, with special attention to frequently touched surfaces and objects. | | | | |
| Shared tools and equipment | | | | | | |
| Tasks requiring multiple individuals (e.g. confined space entry) | | | | | | |

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|--|--|--|--|--|--|--|
| | | <p>5. Equipment sharing must be avoided whenever possible</p> <p>6. Provide supplies to disinfect shared equipment.</p> <p>7. Assign specific work areas where feasible to reduce shared surfaces.</p> | | | | |
|--|--|--|--|--|--|--|

Residences and Apartments

Lakehead University Residence and Conference Services has developed their own CoVid-19 documentation.

Athletic / Recreational Facilities

Lakehead University Athletics has developed their own CoVid-19 documentation.

Libraries

Lakehead University Library has developed their own CoVid-19 documentation.

Laboratory/studio spaces/machine shops

See COVID-19 Resources for Researchers: <https://www.lakeheadu.ca/research-and-innovation/research-faqs-relating-to-covid-19>