

## COVID-19 Safety Plan Checklist - Non-Clinical Settings

<b>Facility/Site:</b>		<b>Date:</b>	
<b>Unit/Department(s):</b>		<b>Department Cost Center:</b>	
<b>Manager / Person Responsible</b>			
<b>Name/Title of Assessment Participants</b>			

*To be completed by Department Manager/Supervisor in consultation with front line employees who perform the work and the Joint Occupational Health & Safety (JOHSC) or Worker Representative where there is no JOHSC.*

**Instructions**

1. This checklist must be completed for any area that does not provide clinical services. This includes corporate offices, support services, administration areas, etc.
2. This checklist can be completed at a site or department level based on the size, complexities and services of the site. This should be determined by site leadership.
3. Review the [COVID-19 information](#) page on PHC Connect for the most current information as well as the specific IPAC guidelines for your program.
4. Review/have available as resource the PHC Biological Exposure Control Plan, COVID-19 Safety Plan Addendum and COVID-19 Safety Plan Guidelines.
5. Complete checklist and for each item check the correspondent compliance level: Yes, No, N/A.
  - If applicable, determine necessary actions for control and list in 'required corrective actions' column
  - Identify a person who is responsible for completing the required action – must be a person not a title
  - Mandatory elements are marked with a star symbol: (\*)
6. Implement controls in a timely manner and update continually until all action items are complete.
7. Calculate results and add additional comments as necessary
  - **Note:** The results are used to **inform discussion**. A level of >80%, that meets all mandatory elements, signals that the Department is ready to open from an Occupational Health & Safety lens. **Ultimately, this decision must made by the site leadership in conjunction with the Department's Manager.**
8. Review outstanding issues/concerns and determine if department is ready for recovery phase.
  - If needed, consult with [Infection Prevention and Control \(IPAC\)](#) and/or [Occupational Health & Safety \(OHS\)](#) for further guidance

9. Once this checklist is complete, post in a location within the department that is easily accessible by employees, other workers and members of the public, and send a copy to:
- o [ohs@providencehealth.bc.ca](mailto:ohs@providencehealth.bc.ca)

**All items below must be addressed as part of the COVID-19 Safety Plan. At any time a WorkSafeBC Officer or the Provincial Health Officer could come in and ask to review this plan and all supporting documentation**

Risk Assessment Questions
<p>Have you included front-line employees and JOHSC/Worker Reps in the completion of this assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe:</p>
<p>Have you identified areas where people gather, such as break rooms or meeting rooms? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe:</p>
<p>Have you identified the job tasks/processes where employees are close to one another or members of the public? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe:</p>
<p>Have you identified any tools, machinery or equipment that employees share while working? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe:</p>
<p>Have you identified surfaces that people touch often, such as doorknobs, light switches, phones and elevator buttons? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe:</p>

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Element	Compliance			Required Corrective Actions <i>(identify actions required to address gaps)</i>	Person Responsible <i>(must be a name)</i>	
	Yes	No	N/A			
<b>Policies and Procedures</b>						
1	Confirm and post maximum floor/department/room capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2(*)	A plan has been developed to reduce the number of employees required to attend work at the same time. Consider: <ul style="list-style-type: none"> <li>• Employees working from home</li> <li>• Alternating employees in the office &amp; at home</li> <li>• Adding shifts or extending hours to reduce the number of employees present</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3(*)	The following recommendations for employees are in place, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• <b>Staying home when sick (mandatory)</b> <ul style="list-style-type: none"> <li>○ <a href="#">EARL</a> – 604-566-8266</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• Staggered break times</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• No sharing of food</li> <li>• Maintaining 2m distance from other employees</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4(*)	Environmental services processes in place, identifying:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• Routine cleaning and disinfection procedures</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• Frequency of cleaning</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• List of areas Environmental services will clean and disinfect</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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<b>5(*)</b>	Are shared workstations able to be made into individual workstations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>6(*)</b>	Is it practicable to increase cleaning frequency of the workplace, especially the common areas, and frequently touched surfaces? (Be sure to consider capacity of housekeeping)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>7(*)</b>	Is there a process in place to provide procedure masks to individuals that present with COVID-19-like symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>8(*)</b>	Is Personal protective equipment (PPE) is available for employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>9(*)</b>	Is alcohol-based hand rub (ABHR) is available at entrances and exits to/from work areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>10(*)</b>	Are <u>visual alerts</u> (e.g., signs, posters) indicating hand hygiene, respiratory etiquette and physical distancing posted at entrances and present throughout work areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>11</b>	Are clear physical distancing indicators in place throughout non-work areas, i.e. elevators, lobbies, staff rooms etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>12</b>	Is stairwell access available to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>13</b>	Does workplace have access to sanitation equipment such as disinfectant wipes, sanitizer dispensers? Ensure disinfectants and hand sanitizers are PHC approved for COVID-19 and ordered through the supply chain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>14 (*)</b>	Have non-clinical areas (e.g., waiting area) been de-cluttered removing non-essential items (remote control, magazines, toys, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Describe control measures in place to meet above requirements:**

*Examples: working remotely, changes to work schedules, occupancy limits, physical barriers, etc.*

**Employee Training & Education**

<b>15(*)</b>	Have employees been trained on risks, including modes of transmission of COVID-19, and control measures including hand hygiene, respiratory hygiene, and procedures if symptoms develop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>16(*)</b>	<p>Ensure employees have been trained on COVID-19 protocols and control measures:</p> <ul style="list-style-type: none"> <li>• Staying home when sick</li> <li>• What to do if symptoms develop while at work</li> <li>• Proper hand hygiene</li> <li>• Respiratory etiquette</li> <li>• Avoid touching the face</li> <li>• Do not share food or uncleaned dishes or towels</li> <li>• Physical distancing</li> <li>• Pedestrian traffic flow within the workplace</li> <li>• Additional procedures implemented by your team to maintain physical distancing, minimize time within 2 m of others, or reduce risk associated with sharing of tools, equipment or paper documents</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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	<ul style="list-style-type: none"> <li>• How to report health &amp; safety concerns, including those related to COVID-19</li> <li>• Refusal of Unsafe Work</li> </ul>					
17	Has employee training and education been documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18	Are communication channels in place to update employees on changes in procedures or respond to concerns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Describe measures currently in place to meet above requirements:						
<b>Interaction, Equipment &amp; Shared Spaces</b>						
19(*)	Are work stations spaced 2m apart within the facility to meet physical distancing requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
20(*)	Can the workplace be arranged to have one-way traffic in office areas with appropriate signage or floor markings to demarcate? Consider: <ul style="list-style-type: none"> <li>• One-way staircases</li> <li>• Entrances/exits</li> <li>• post signage to indicate direction</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
21	Are there any individual workstations located within 2m of high traffic areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
22(*)	For workplaces where workstations cannot meet 2 meters physical distancing requirements, do the individual workstations have barriers installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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23	<p>Entrances include signage for staff and visitors indicating:</p> <ul style="list-style-type: none"> <li>• Not to enter if exhibiting symptoms of COVID-19</li> <li>• Controls and procedures in place to protect against COVID-19</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
24(*)	<p>Are there enough restroom facilities given that restroom capacities will also be reduced to maintain physical 2m distance?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
25(*)	<p>Employee lounges/break rooms are de-cluttered and set up to accommodate physical distancing. If physical distancing cannot be maintained, consider:</p> <ul style="list-style-type: none"> <li>• Encourage workers to eat outside or at their desk</li> <li>• Encourage staff to minimize time in the lunch room (e.g. &lt;15 min)</li> </ul> <p><a href="#">Break and relax room</a> information is readily available for staff.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
26	<p>Can appliances in the lunchroom and staff be separated to allow for physical distancing of 2 m, and be limited to departments, and cleaned after every use?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
27	<p>The use of shared utensils and dishes is minimized and staff is encouraged to bring their own to work and/or wash their own dishes.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
28	<p>Does the lunch room have access to soap and water, and/or hand sanitizers?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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<b>29(*)</b>	Are employee lunch/break rooms and work spaces equipped with disinfecting wipes and non-medical employees to clean and disinfect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>30(*)</b>	Room capacities adjusted for 2 m distancing have been posted throughout the facility including <ul style="list-style-type: none"> <li>• Elevators</li> <li>• Lobbies</li> <li>• Waiting rooms</li> <li>• Restrooms</li> <li>• Showers</li> <li>• Lunchrooms</li> <li>• Staff rooms</li> <li>• Meeting rooms</li> <li>• Recreation facilities (e.g. gym, bike lock up)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>31</b>	Are meeting rooms large enough for employees to maintain physical distancing of 2 meters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>32</b>	Is printer area and/or designated rooms large enough for employees to maintain physical distancing of 2 meters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>33</b>	Are procedure masks available for First Aid Attendants to use and to provide to the injured staff being attended to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>34</b>	Are disinfectant wipes available for First Aid Attendants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Describe measures currently in place to meet above requirements:



5. Team Level Administration Considerations					
35	<p>Avoid non-essential business travel including travel between offices or work locations.</p> <ul style="list-style-type: none"> <li><a href="#">Guidelines, health and wellness</a> information for working at home, is available and has been reviewed with employees (if applicable).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Restrict travel between offices or work locations to critical business functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	If breaching the physical distancing requirement is unavoidable for a particular work task, plan the work task and provide instructions to workers to ensure that time spent in close proximity is minimized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Ensure new products and processes are reviewed from a COVID-19 safety lens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Communication channels in place to update staff on changes in procedures or respond to concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Checklist Results		
Total number of "Yes"		<b>Results:</b>  _____ <b>Reminder: &gt;80% pass and all mandatory elements met is required</b>  $\% \text{ of results} = \frac{\text{Total number of "Yes"}}{\text{Total number of Yes: and No}} \times 100$
Total number of "No"		
Total number of items (Yes + No's, exclude N/A)		

**Additional comments:**

**Decision for recovery:**

This plan must be updated continuously until all identified corrective actions are implemented. Once all action items are complete check off the following:

- All identified action items have been implemented

By order of the Provincial Health Officer, this plan must be posted so it is visible for employees, other workers and members of the public. Identify where this plan will be posted: \_\_\_\_\_

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Signature