**Nunavut COVID-19 Exposure Control Plan SAMPLE**

This is a completed sample of a COVID-19 Exposure Control Plan. As the pandemic progresses, territorial inspectors are checking in on workplaces to ensure that they have controls in place. Use this sample to help you complete a COVID-19 Exposure Control Plan for your workplace.

The WSCC a has a **Workplace Risk Assessment** and a **Worker Hazard Assessment** that are to be completed. Use this template and the Risk/Hazard Assessments to create your COVID-19 Exposure Control Plan for your workplace.

Employers are NOT required to submit their plans to the WSCC, but the plan must be posted on the Health & Safety board, and available should an inspector ask to see it. To have an OHS Inspector assist with your risk assessment, please email Covid-19@wscc.nu.ca

***Note: This is a sample only. Be sure to complete an Exposure Control Plan for your workplace. Consult your local Public Health Unit and territorial requirements when developing your COVID-19 Safety Plan.***

**Company Details**

Business Name: ABC Company

Date this document was completed: November 24th, 2020

Developed by: Jane Smith Position: HR Manager

Others Consulted (i.e. Safety Committee or Representative): Safety Committee

Last Revision Date: November 24th, 2020

1. **How we will eliminate or control the risk of exposure to COVID-19 at Work:**

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| --- | --- | --- | --- | --- | --- |
| **Risks Areas** | **Considerations** | **Risk Rating Before Controls** | **Controls** | **Controls Implemented**  | **Risk Rating After Controls** |
| **Exposure from Employees** | Employees Entering the Workplace | High | * Employees are to self assess for COVID-19 symptoms prior to leaving their home. Self isolation is necessary if there is a risk that the worker has or has been exposed to COVID-19.
* Staff are to shower/bathe prior to leaving home and practice good hygiene habits.
* Staff may choose to wear “street clothes” and shoes to work and change into “work clothes upon arrival. Work clothes and shoes should be placed in a clean bag before leaving home.
* Staff are to go directly from home to work, no stops for coffee, gas etc. If you do stop, sanitize any contact points such as hands, handles, etc. and change gloves, if cold weather.
* Screening of worker entering – i.e. temperature, completion of screening questions, etc.
* Employees to wear masks in the workplace.
* Employees to sanitize hands upon entry to the workplace
 | **Review date:** **November 20, 2020****Initials: JS** | Medium |
| **Exposure from Employees** | Employees Leaving the Workplace | High | * If facilities available, staff can shower prior to leaving work.
* Change into “street” clothing and shoes. Bag “work” clothing and shoes.
* Go directly home, do not stop anywhere. On arrival at home, immediately place “work” clothing in washing machine or containment area and clean hands.
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
|  |
| **Exposure from the Public** (customers/ clients, contractors etc.) | Screening of Persons entering the Workplace | High | * Screen incoming workplace traffic (may include taking temperature tests).
* Screening questions to be answered before entering (either sign posted on the door or, staff member at the entrance asking questions)
* Masks to be worn by all persons entering the building (some exceptions apply)
* If staff are entering client homes, then screening of the client must take place prior to sending staff to the home.
* Depending on the service provided, clients may be asked to leave their home when staff are on site.

***Note:*** *screening question changes may/will occur during the duration of the pandemic outbreak and will be changed following Public Health directives.*  | **Review date:** **November 20, 2020****Initials: JS** | Medium |
| **Exposure from the Public** (customers/clients/ contractors, etc.) | Restricting Entry in the Workplace | High  | * The workplace is **closed** to visitors with accommodation for essential visitors (i.e. for essential maintenance or other activities deemed essential)
* One door entry in and out of building to control traffic and ensure testing and screening is completed of all visitors by staff (if possible, screening questions will take place before arriving at the workplace).
* Recommend cashless payment and restrict the use of paper-based forms
* Truck drivers making deliveries of food, supplies, etc. will be required to notify staff via phone/text or designated check point at the workplace.
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
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| **Exposure from Deliveries** | Handling of products/ materials | High | * PPE (i.e. gloves, masks) should be used when handling products. If reusable gloves are required (i.e. cut resistant, leather, rubber, etc.) then gloves should be washed/sanitized after use.
* Plastic packaging and other waste materials from deliveries are to be disposed of in sealed garbage bags where possible.
* Cardboard and other recyclable material are to be taken out to the disposal bin immediately (they are not to remain in the workplace unless in a designated area).
* Sign off on deliveries is to be electronic wherever possible. If physical sign off is required, employees are to use their own pen. Any share equipment is to be sanitized between uses.
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
| **Exposure from Surface Contact** | Surfaces and other high touch points(door handles, pin pads, kitchen appliances, etc.) | High | * Frequent cleaning/disinfecting of surfaces.
* Use of PPE (gloves) as needed.
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
| **Exposure from Common/Shared Areas** (washrooms, lunchrooms, waiting areas, etc.) | High touch points and shared items/areas.(tables, chairs, refrigerators, microwaves, cutlery, etc.) | High | * Heightened/enhanced cleaning focusing on high touch surfaces using disinfectant.
* Waste disposal containers are available and emptied regularly.
* Staggered breaks to minimize workers in lunch/break areas.
* Communal condiments (salt and pepper, sugar, etc.) removed and individual serving packages ordered, when possible.
* Stagger work areas, desks, lunchroom tables, waiting areas to prevent people from being within 2 metres of each others. (signs, caution tape, or physical removal of table/ desks/chairs may be used.
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
| **Exposure from Waste Disposal** | Potentially contaminated waste/items | High | * Wear disposable gloves for handling trash.
* Increase waste removal frequency to avoid bin overfilling or contaminated items sitting in commonly used areas.
* Plastic packaging and other waste materials from deliveries are to be disposed of in sealed garbage bags where possible.
* Cardboard and other recyclable material are to be taken out to the disposal bin immediately (they are not to remain in the workplace unless in a designated area).
* Contaminated disposable cleaning items (mop heads, cloths, etc.) should be placed in a lined garbage bin before disposing of them with regular waste.
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
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| **Exposure from Person to Person Contact** | Direct contact (when necessary to provide service i.e. First Aid, patient care, etc.) | High | * Appropriate PPE is to be worn (i.e. gloves, masks, gowns).
* Direct contact to be limited whenever non-essential.
* Handwashing prior to and after contact. Do not touch your face, eyes or mouth.
 | **Review date:** **November 20, 2020****Initials: JS** | Medium |
| **Exposure from Person to Person Contact** | Less than 2 metre distance between people(No direct contact) | Medium | * If able to do so, mark walkways and standing points within the workplace, indicating 2 metre distance points.
* Small retailers should restrict the number of customers to less than 10 at a time, or the number of people who can occupy the space while maintaining 2 metres of distance – whichever is less.
* If possible physical barriers to be used such as: plastic shields to prevent airborne transference of infection. (i.e. for cashiers, food service areas, reception areas, delivery drop off areas, etc.)
* Stagger work areas, desks, lunchroom tables, waiting areas to prevent people from being within 2 metres of each others. (signs, caution tape, or physical removal of table/ desks/chairs may be used.
* Consider re-arranging workspaces and utilizing alternative spaces of the business (i.e. board rooms, empty spaces, etc.)
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
| **Exposure from Person to Person Contact** | Greater than 2 metre distance between people. | Low | * Screening when possible (before clients entering the workplace or before staff entering client homes or other workplaces).
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
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| **Exposure Due to Ventilation** | Ventilation | High | * The workplace will be well ventilated and ventilation systems are to be monitored and serviced as needed.
 | **Review date:** **November 20, 2020****Initials: JS** | Medium |
| **Exposure Influenced by Geographical Location** | Geographical Location(workplace is in a high-risk area or COVID-19 hotspot) | Medium | * Employers to monitor workplace locations and assess for higher risk areas. Enhanced screening, working from home, restricting entry, partial shut down or other enhanced precautions may be required).
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
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| **Fear/Anxiety (Mental Stress)** | Communication | High | * Information board on dealing with stress, anxiety and fear is available to all persons
* EAP contact information provided and available to all staff.
* Daily staff meeting/huddles between supervisors/managers and staff to discuss precautions and update and opportunities for staff to ask questions or provide feedback/concerns.
 | **Review date:** **November 20, 2020****Initials: JS** | Medium |
| **Illness Due to COVID-19** | Leaves of Absence | High | * Staff who are diagnosed with COVID-19 or are experiencing symptoms of COVID-19 will be granted a leave of absence for at least 14 days.
* Staff who are required to take care of a family member with COVID-19 or who need to take care of their children due to lack of childcare due to COVID-19 will be granted a leave of absence.
 | **Review date:** **November 20, 2020****Initials: JS** | Medium |

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| **Other Considerations for General Controls** |
| **Training*** Training for staff on what COVID-19 is, including: signs, symptoms, how it is transmitted,
* Training for staff on use of PPE and general precautions.
* Training for staff on workplace specific cleaning and sanitizing procedures.
* Education
* General Health & Safety training for staff on topics such as: hazard identification, role of Safety Reps/Committees, hazard controls, worker and supervisor roles and responsibilities, workplace violence and harassment and work refusals.
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| **Signage*** Posters, memos, and other COVID-19 information posted throughout the workplace (for example: H&S board, entrances, staff rooms, washrooms, elevators/hallways, common areas, etc.) stressing importance of hand hygiene and physical distancing.
* Signs will be placed on entrances to stop people from entering the workplace if they have symptoms of respiratory illness
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| **Personal Protective Equipment*** Types of PPE to be worn will be determined based on recommendations by Public Health, WHO and Canada.ca (gloves, masks, face shield, aprons, coverall, etc.).
* PPE’s will be available at all times.
* Daily inventory of all supplies will be completed.
* A system to replenish PPE’s inventory will be put into place.
* Hand sanitizer for hand hygiene available throughout the workplace, including at entrances for use by customers
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| **COVID-19 Special Equipment/Supplies (that may be required)*** RF or external digital Temperature Scanner calibrated as per the manufacturer’s recommendations
* Sanitizing products that have a minimum 60% alcohol solution as the active ingredient
* Non-Medical Grade face masks, that cover the nose and mouth and can seal around all face types
* Disposable gloves in sizes for the workers use
* Clear face masks that are work on your head and/or hard hat that are for use when physical distancing measures can not be maintained.
* Clear worker guards put into place to reduce the chance of spit and/or droplets coming between the worker and a customer.
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**Completed By**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*This document is reviewed with employees and the Safety Committee and posted on the H&S Board.

1. **Areas where the controls are not fully effective:**

Locations must complete this section.

1. **Training workers will receive and how it will be provided:**
2. Training for staff on what COVID-19 is, including: signs, symptoms, how it is transmitted, etc.
3. Training for staff on the use of PPE and general precautions.
4. Training for staff on workplace specific cleaning and sanitizing procedures.
5. Training for all staff on the consequences of non-compliance, which can include being sent home as well as disciplinary action up to and including termination of employment
6. General Health & Safety training for staff on topics such as: hazard identification, role of Safety Reps/Committees, hazard controls, worker and supervisor roles and responsibilities, workplace violence and harassment and work refusals.
7. **The procedure to follow if a worker is, or believed they may have been exposed to COVID-19:**

**Screening Process**

1. All employees/volunteers are screened before the start of their shift. Employees have 2 options to complete the screening:
	1. At home prior to shift using the 24-7 login and completing the screening questions online.
	2. At the main employee entrance employees are giving a copy of the screening questions to complete and sign.
2. Screening questions are being verified by the Screening Designate (usually the Department Manager).
3. Hard copies of employee screening questions are kept in the HR office. Organized by day with a copy of the schedule for the day.

**Procedure in the event a worker has, or believed to have been exposed to COVID-19**

1. If employees fail the screening questions online, they are told that they cannot enter the workplace and must contact their Supervisor/Manager as well as the Nunavut hotline at 1-888-975-8601.
2. If employees fail the screening questions onsite, the are immediately sent home and told to contact their local Public Health Unit for direction.

The screening questions are included below:

**COVID-19 Workplace Screening Questions**

 Name of Workplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Required Screening Questions:**

1. Do you have any of the following **new or worsening** symptoms or signs? *Symptoms should not be chronic or related to other known causes or conditions.*

Fever; [ ]  Yes [ ] No

New or worsening cough; [ ]  Yes [ ] No

Shortness of breath or difficulty breathing; [ ]  Yes [ ] No

Fatigue or weakness; [ ]  Yes [ ] No

Chills; [ ]  Yes [ ] No

Generally feeling unwell; [ ]  Yes [ ] No

Sore throat; [ ]  Yes [ ] No

Muscle aches; [ ]  Yes [ ] No

Congestion or runny nose; [ ]  Yes [ ] No

Headache; [ ]  Yes [ ] No

Diarrhea; [ ]  Yes [ ] No

Nausea or vomiting; [ ]  Yes [ ] No

Abdominal pain; [ ]  Yes [ ] No

Loss of sense of smell/taste; [ ]  Yes [ ] No

Loss of appetite; [ ]  Yes [ ] No

Skin changes or rashes; [ ]  Yes [ ] No

1. Have you travelled outside of the Nunavut in the past 14 days?

[ ]  Yes [ ] No

1. Have you had close contact with a confirmed or probable case of COVID-19?

[ ]  Yes [ ] No

**Results of Screening Questions:**

* If the individual answers **NO to all questions from 1 through 3,** they have passed and can enter the workplace.
* If the individual answers **YES to any questions from 1 through 3,** they have not passed and should be advised that they **should not** enter the workplace (including any outdoor or partially outdoor workplaces). They should go home to self-isolate immediately and contact their health care provider or an operator at 8-1-1.
1. **The investigation requirements for any occurrence of transmission of COVID-19:**

In the event a worker tests positive for COVID-19, a manager should do the following:

1. Contact the employee to confirm the following (as applicable):
	1. When they first started experiencing symptoms?
	2. Where they believe they may have contract it (i.e. at the workplace, from a family member, out in public, etc.)?
	3. Who they worked with or came in contact with at the workplace?
	4. Where they following proper safety precautions?
	5. What equipment/tools did they use?
	6. Which customers did they deliver to or provide service/care to?
	7. Any other pertinent information that can help the workplace limit the spread and control the risks.
2. Consult the local Public Health Department at 8-1-1 for guidance on specific steps for your workplace.
3. File an *Employer’s Report of Incident* form with the Workers’ Safety & Compensation Commission (WSCC) if there is a chance the worker contracted the virus as a result of their employment. WSCC will determine whether the claim is related to work, and if so, what benefits will be provided based on that unique circumstance
4. Consider if a temporary or partial shut down is needed
5. Immediately conduct a deep cleaning of all areas the employee worked in or equipment/tools/products the employee touched. Consider the following:
	1. Desks/office space or workstation of the employee.
	2. Lunchrooms/washrooms or other shared employee spaces.
	3. Company vehicles, forklifts or other machinery that the employee used.
	4. Tools, equipment or products that the employee handled.
	5. All high touch point surfaces/areas (i.e. light switches, door handles, countertops, etc.)
6. Notify the union and/or safety committee/representative.
7. Determine which employees/volunteers at the workplace need to be notified (all, only certain departments, only employees with direct contact, etc.)
	1. Only employees/volunteers who may have been exposed to the infected worker or the equipment/tool/products the infected worker touched should be notified.
8. Determine if other employees/volunteers need to be sent home to self-isolate or need to be tested.
9. Determine if customers, contractors, visitor, etc. need to be notified.

**Messaging when Someone in the Workplace has been Diagnosed with COVID-19**

* Notify affected employees/volunteers of the positive COVID-19 case (leaving out the infected worker’s name, unless there is a demonstrated need to identify the infected worker based on a public health official’s advice).
* Remind all employees of the safety precautions being taken to prevent the spread of COVID-19.
* Communicate to all employees/volunteers the importance of immediate reporting if they are experiencing symptoms or have come in contact with an affected person.
1. **How to measure and track the effectiveness of the controls for protecting workers.**

This COVID-19 Exposure Control Plan will be reviewed on a weekly basis by senior management in consultation with the Safety Rep/Committee. Effectiveness of controls can be measured and tracked by adhering to the following methods:

1. Ensure workers, supervisors and the employer openly communicate to discuss issues and concerns about hazards and the protective measures.
2. Conduct a walk-through of the workplace each week to recognize specific areas or tasks that may increase the risk of exposure.
3. Review and evaluate the effectiveness of current controls.
4. Investigate any incidents of non-compliance with this plan and identify ways to ensure all controls are being followed, such as modifying the control or educating the worker.
5. Ask yourself if the training has met the needs for the workers and if other training is necessary.
6. Ensure that the PPE assigned is functional, and that everyone understands how to use it correctly.
7. Consult with the Safety Rep/Committee as well as the workers to brainstorm new ideas.
8. Scan COVID-19 resources available through the provincial website.
9. **How we are keeping up to date with new information and directives about COVID-19:**

In order to keep up to date with new information and directives, the Employer as well as the Safety Rep/Committee should check the following sources on a daily basis and disseminate relevant information with all workers:

1. Nunavut COVID COVID-19 Updates.
	1. https://www.gov.nu.ca/health/information/covid-19-novel-coronavirus
2. Nunavut Public Health Officer Orders
	1. https://www.gov.nu.ca/health/information/chief-public-health-officer-orders
3. The Workers’ Safety & Compensation Commission COVID-19 Page.
	1. https://www.wscc.nt.ca/health-safety/covid-19
4. Local and national news sources.