

## McMaster University Workplace COVID-19 Supervisor Checklist

Department:	Location:
Completed by:	Date:

For more information, refer to the [Workplace Preventative Measures for COVID-19: Hierarchy of Hazard Control](#)

Description	Y	N	N/A	Notes
<b>Continue Working Remotely</b> (Elimination of Hazard)				
Workers who can continue to work from home have been instructed accordingly.				
<b>Adjust the Workplace</b> (Engineering Controls)				
Workstations are spaced to ensure appropriate physical distancing of 2m.				
Barriers are placed between workstations that cannot be appropriately spaced.				
Aisles are directional and clearly marked to ensure that physical distancing can be maintained. Non-public stairwells are directional and clearly marked.				
Common areas including meeting rooms and kitchenettes are closed for use.				
Signage posted to promote physical distancing, appropriate hand hygiene and self-screening.				
<b>Adjust Work Processes</b> (Administrative Controls)				
Procedures for appropriate hand hygiene have been communicated to workers.				
Resources are available for workers to conduct appropriate hand hygiene; proximity to a sink with soap and water or availability of hand sanitizer.				
Procedures for sanitization of high touch surfaces, shared equipment and/or workstations are implemented.				
Workers are provided with information for self-screening and instructed to stay home if sick.				
Staggered start times and/or alternating schedules have been considered.				
Opportunities to utilize technology have been identified to limit person to person interactions.				
Standard operating procedures have been developed to limit the number of workers involved in specific tasks (i.e. vehicle use, lab equipment use, etc.) or to limit the number of customers/clients admitted into a space at one time.				
<b>Provide Personal Protective Equipment</b>				
Workers are educated on the need for personal protective equipment (PPE) only when physical distancing and appropriate hygiene practices are not possible.				
In accordance with provincial protocols every person is required to wear a face mask in all indoor areas.				
<b>Communications and Training</b>				
Workplace expectations communicated to workers prior to return.				
Employee COVID-19 checklist has been distributed to all staff.				
Training is provided to workers on all workplace procedures.				