

Risk Assessment COVID-19 Standard Operating Procedure (SOP)

Use the following template to create an effective **risk assessment COVID-19 standard operating procedure (SOP)**.

A COVID-19 SOP is a set of written instructions that describes in detail how to prevent the spread of COVID-19 in the workplace. As specified in the Occupational Health and Safety Act (OHSA), supervisors are responsible for providing workers with written instructions as to the measures and procedures to be taken for protection of the worker. Thus, when an employee is required to carry out work on-site, the supervisor is responsible for ensuring a SOP is completed.

To assist in the creation of SOPs, [Workplace Health and Safety Guidelines](#) have been developed for a variety of work functions (such as Research Lab Use, Vehicle Use, Client Facing Areas, Handling Mail and Packages, etc.).

The COVID-19 pandemic is an evolving situation – review SOPs regularly and make changes as required. Refer to the McMaster [COVID-19 BACK to MAC website](#) for up-to-date information.

Provide as much detail as possible.

Please note: Completed SOP's are to be approved by the Dean, Chair or Director of the department. Additionally, final SOP's may be forwarded to the applicable Joint Health and Safety Committee (JHSC) for input.

Specific technical questions can be directed to EOHSS or FHSSO, eohts@mcmaster.ca or fhss@mcmaster.ca.

Risk Assessment COVID-19 Standard Operating Procedures (SOP)

Department:
Date completed:
Revision date:

Description of work
Describe onsite work to be performed, type of job site (i.e. classroom, office, kitchen, etc.), and number of people (i.e. employees, students, contractors, etc.) in location.

Employee COVID-19 communications

Develop an effective communications plan to ensure employees understand COVID-19 training requirements and responsibilities in the workplace.

Confirm the following has been completed:

- McMaster COVID-19 training (required to be completed by all employees before a return to the workplace)
- Guidance documents and/or workplace procedures are posted in the work area
- Informative handouts provided to employees
- Regular team meetings (practice physical distancing / meet outdoors or in large spaces)
- Document employee training on SOP

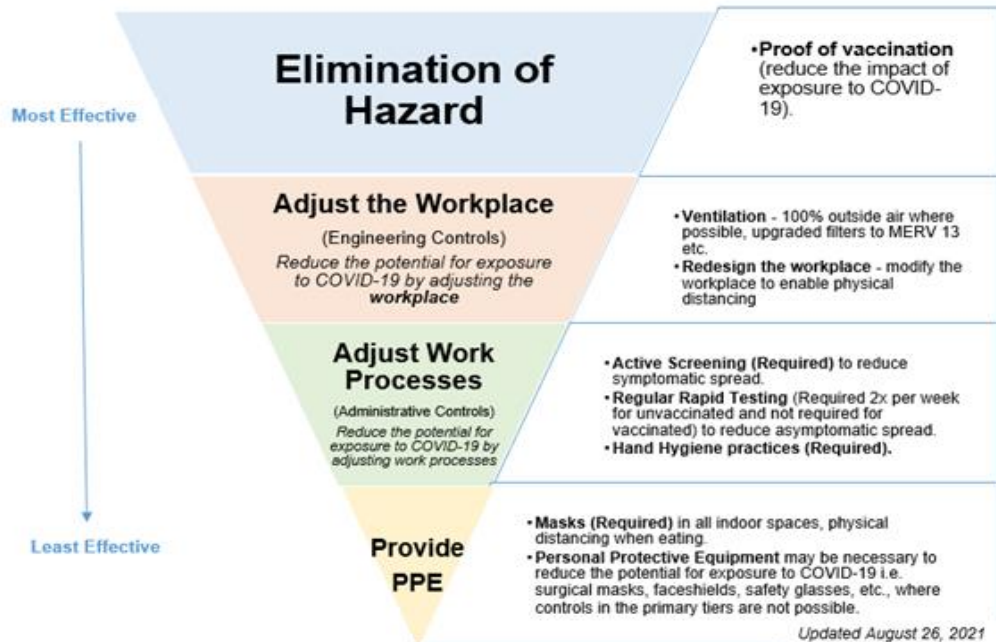
Provide additional details:

Screening for COVID-19

There is a requirement for employees and researchers to complete daily screening using the **MacCheck digital tool** within one hour prior to arriving onsite.

Controlling the risk of transmission in the workplace

Hazard mitigation should always focus on implementing measures to eliminate or reduce the risk – which, in this case, is contact with COVID-19. For this purpose, the **hierarchy of measures to control the hazard** must be considered, as outlined below (modified to apply to the current circumstances).



Proof of Vaccination

Reduce the impact of exposure to COVID-19. Ensure workers are informed of the McMaster Vaccination Policy requirements and have completed the **MacCheck digital tool** for clearance to attend the workplace.

Provide additional details:

Adjust the workplace (engineering controls)

Re-design or modify the workspace configuration to enable **physical distancing**.

Physical Distancing required in all indoor areas except indoor instructional spaces (i.e., indoor instructional areas such as classrooms; laboratories; libraries; in-person experiential learning, etc.)

Check all that apply:

- Alter physical layout or utilization of workstations
- Space individuals at least 2 metres apart
- Control the flow of individuals within the work area
- Restrict access to shared spaces
- Install barriers, partitions, ropes etc. (i.e. plexiglass)

Provide additional details:

Adjust work processes (administrative controls)

Implement hand hygiene practices and/or adjust administrative processes.

Check all that apply:

- Signage to promote physical distancing
- Hand hygiene procedures
- Cough / sneeze etiquette procedures
- Increased disinfection / sanitization procedures
- Shift change procedures (i.e. staggered shifts, changing of work hours, etc.)
- Workplace COVID-19 Employee/Researcher Checklist

Provide additional details:

Provide personal protective equipment (least effective)

Face coverings or masks are required in all indoor spaces.

Check all that apply:

- Level 1 Surgical masks required when physical distancing (2m) is not possible
- Masking and eye protection required when working with unmasked individuals.

Provide additional details:

Potential case, or suspected exposure to COVID-19

If an employee believes they have been exposed to COVID-19, or may have symptoms related to COVID-19, follow directions outlined in the [Supervisor Guide](#).

Employees exposed to COVID-19, or displaying symptoms related to COVID-19, are to stay home and follow public health guidance regarding self-isolation. If at any point an employee is tested and advised that they are positive for COVID-19 they must complete the **COVID-19 Reporting Tool** found in Mosaic.

Managing new risks caused by operational changes

Consider if work practice changes newly introduced to prevent exposure to COVID-19 affect the current risk management strategy. Identify new risk controls required (i.e. working alone, operational ventilation, sufficient lighting, etc.).

Provide additional details:

Confirm procedures are effective

Ensure regular review of the SOP to confirm procedures are effective and to identify procedures that require modification as COVID-19 is an evolving situation. Regularly meet with employees to obtain feedback and consult with local Joint Health and Safety Committees (JHSCs).

Provide additional details: