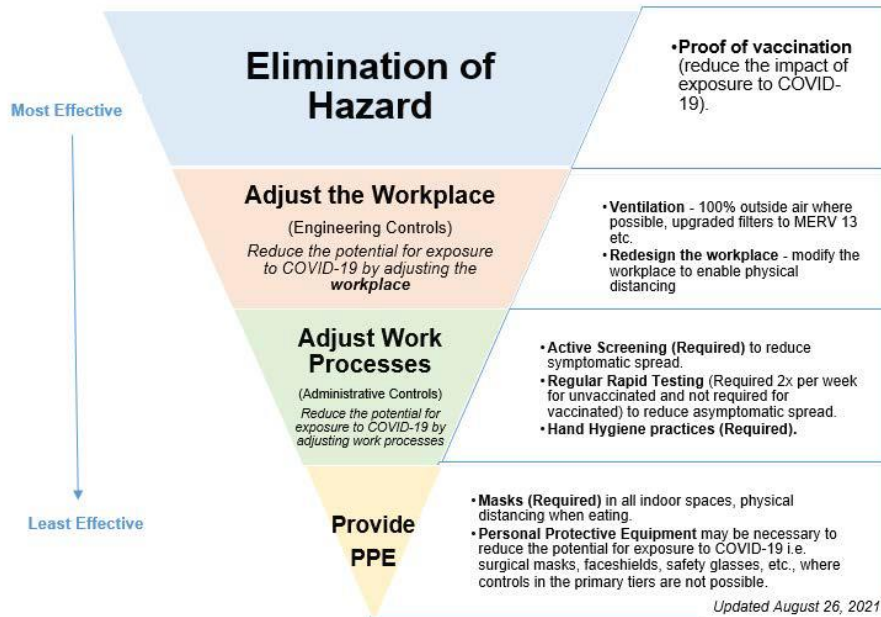


## McMaster University Workplace COVID-19 Supervisor Checklist

|               |           |
|---------------|-----------|
| Department:   | Location: |
| Completed by: | Date:     |

### Hierarchy of Hazard Control

Hazard mitigation should always focus on implementing control measures to eliminate or reduce risk. For this purpose, the hierarchy of controls must be considered. This hierarchy can be applied to any hazard in the workplace including COVID-19. A brief overview of this concept is highlighted below.



| Description   | Y | N | N/A | Notes |
|---|---|---|-----|-------|
| <b>Proof of Vaccination (Elimination of Hazard)</b>   |   |   |     |       |
| Reduce the impact of exposure to COVID-19. Ensure workers are informed of the McMaster Vaccination Policy requirements and have completed the <b>MacCheck digital tool</b> for clearance to attend the workplace.   |   |   |     |       |
| <b>Adjust the Workplace (Engineering Controls)</b>  |   |   |     |       |
| <b>Physical Distancing is required in all indoor areas except indoor instructional spaces (i.e., indoor instructional areas such as classrooms; laboratories; libraries; in-person experiential learning, etc.)</b>   |   |   |     |       |
| Primary consideration is given to spacing workstations to ensure appropriate physical distancing of at least 2m. <ul style="list-style-type: none"> <li>Limit the use of shared spaces.</li> <li>In office settings, physically rearrange desks to maximize space between workers.</li> <li>Assign staff to vacant desks/offices that are available to maximize space between workers.</li> </ul> |   |   |     |       |

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 Updated as of September 1st, 2021

|   |  |  |  |  |
|---|--|--|--|--|
| <p>Barriers are only to be considered for workstations that cannot be appropriately spaced such as client/student facing areas.</p> <ul style="list-style-type: none"> <li>• Barriers do not replace the need for face masks.</li> <li>• If after other considerations barriers are necessary, submit a work order with Facility Services (or location-specific building services) for materials and installation.</li> <li>• It is the responsibility of individual departments to determine the specific barrier requirements (dimensions, hanging/fixed, height, etc.). Additional guidance can be found <a href="#">here</a>.</li> <li>• If barriers are required, appropriate cleaning materials and procedures must be available.</li> <li>• For guidance related to barriers in Faculty of Health Sciences areas (MUMC and MDCL buildings), please refer to the following: <a href="https://fhs.mcmaster.ca/corporate/furniture_requests.html">https://fhs.mcmaster.ca/corporate/furniture_requests.html</a></li> </ul> <p>*Facility Services (or location-specific building services) may require confirmation of completion of this checklist prior to proceeding with work orders for barriers.</p> |  |  |  |  |
| Common areas including meeting rooms and kitchenettes are appropriately supplied with products for disinfection/hand hygiene and are set up to support physical distancing.   |  |  |  |  |
| <p>Signage posted in the work area to promote face masks, physical distancing, appropriate hand hygiene and self-screening.</p> <ul style="list-style-type: none"> <li>• Signage can be ordered through <a href="#">Media Production Services</a>.</li> </ul>   |  |  |  |  |
| <p>Building air handling system operations are guided by ASHRAE standards and maintained for proper operation. In all cases, where possible, air recirculation is kept at a minimum and fresh air is maximized. Buildings will have been inspected prior to arrival back on campus. Only contact Facility Services (or location-specific building services) if there is a system malfunction or you detect little to no air circulation.</p>  |  |  |  |  |
| <b>Adjust Work Processes (Administrative Controls)</b>  |  |  |  |  |
| 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.   |  |  |  |  |
| <p>Procedures for sanitization of high touch surfaces, shared equipment and/or workstations are implemented.</p> <ul style="list-style-type: none"> <li>• Frequent sanitization of high touch surfaces is the responsibility of the department in individual work areas.</li> <li>• Facility Services enhanced cleaning information can be found <a href="#">here</a> (contact location-specific building services for non-main campus locations).</li> <li>• Cleaning products and hand sanitizer can be purchased through the <a href="#">Campus Store</a>.</li> </ul>  |  |  |  |  |
| 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.  |  |  |  |  |

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|   |  |  |  |  |
|---|--|--|--|--|
| <p><a href="#">Standard operating procedures</a> 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.</p>   |  |  |  |  |
| <b>Provide Personal Protective Equipment</b>  |  |  |  |  |
| <p>Where physical distancing cannot be maintained and individuals are working within 2 metres of each other, at minimum level 1 certified surgical masks must be worn.</p> <p>Individuals working within 2 meters of others who are unmasked must wear eye protection.</p> <p>In accordance with provincial protocols every person is required to wear a face mask in all indoor areas with limited exceptions for private work areas where it can be expected that individuals will not come into contact with others (ex. an individual working alone in a locked office).</p> <p>Personal protective equipment can be purchased through the <a href="#">Campus Store</a>.</p> <p>Additional guidance for masks and face coverings can be found <a href="#">here</a>.</p> |  |  |  |  |
| <b>Communications and Training</b>  |  |  |  |  |
| <p>Workplace expectations communicated to workers prior to return.</p>  |  |  |  |  |
| <p>Employee COVID-19 checklist has been distributed to all staff.</p>   |  |  |  |  |
| <p>Training is provided to workers on all workplace standard operating procedures.</p>  |  |  |  |  |
| <p>All individuals accessing campus have completed the mandatory COVID-19 training and are aware of the requirement to complete daily screening using the <b>MacCheck digital tool</b> within 1 hour of accessing the workplace.</p>  |  |  |  |  |

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