Your Company Name Here

COVID-19 Risk Assessment

 **INSERT
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Created on:

Updated on:

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# Purpose

The purpose of this risk assessment is to help identify workers’ level of risk of contracting COVID-19 while at work and to identify ways to reduce their level of risk.

# Scope

1. This risk assessment applies to Your Company Name Here
2. This risk assessment includes all work processes carried out by employees at Your Company Name Here

# Risk Identification

## Hazard Identification

### Spread of disease

COVID-19 is known to be transmitted via large liquid droplets, for example when an individual sneezes or coughs. This virus can enter into the body through the contact of these droplets with the eyes, nose, or throat if you are in close contact.

At present, the virus is not known to be airborne and cannot infect an individual through skin contact. However, the virus can be spread through touch if an individual coughs or sneezes into their hand and touches others or objects. If another individual then touches those objects, they can then become infected if they touch their eyes, nose, or mouth with their contaminated hands.

### Health Hazards

The symptoms associated with COVID-19 are similar to the flu, common cold, and other respiratory illnesses. This includes a cough, sneezing, fever, sore throat, and difficulty breathing. Symptoms may appear 2 – 14 days after exposure to the virus.

Emergency warning signs for COVID-19 include difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or inability to arouse, and bluish lips or face.

### Susceptible Populations

The following groups of individuals are considered to have an increased risk of experiencing more severe outcomes when infected with COVID-19:

1. Individuals aged 65 and over
2. Individuals with compromised immune systems
	1. At present, there is no specific information on the risk of COVID-19 in individuals with HIV, however they are known to be at increased risk for other viral respiratory infections
	2. At present, there is no specific information on the risk of COVID-19 in pregnant women, however they are known to have suppressed immune systems and have an increased risk with other viruses from the same family as COVID-19 and other viral respiratory illnesses
3. Individuals with underlying medical conditions
	1. Diabetes
	2. Heart disease
	3. Lung disease
4. Individuals who use substances
	1. The use of opioids can slow breathing rate, individuals with COVID-19 may be at increased risk of overdose death when using opioids

## Similar Exposure Groups

There are three similar exposure groups identified at Your Company Name Here: office staff, field staff, and staff that split their time between office and field work.

Office staff are those workers whose day to day activities and tasks primarily occur in the office and are not frequently working on job sites. Workers that fall under this category include:

1. Owners
2. Senior Management
3. Managers
4. Administrative Staff
5. List additional staff positions that are office-based

Field staff are those workers whose day to day activities and tasks primarily occur at the field level on job sites. Workers that fall under this category include:

1. Supervisors
2. Trades Workers
3. Labourers
4. List additional staff positions that field-based

Some employees may be in a flexible position in which they spend time both in the office and in the field. Workers in this category include:

1. List staff positions that are in flexible positions

## Sources of Exposure

Employees may be exposed to COVID-19 through a range of different sources. These sources include, but are not limited to:

1. Being in contact with coworkers who are carriers of COVID-19 and are contagious
	1. At the office
	2. In the field
2. Coming into contact with the public who may be carriers of COVID-19
	1. When arriving to or leaving from a job site
	2. At your office if it is public and you receive visitors
3. Touching surfaces that have virus-containing droplets on them and then touching your eyes, nose, or mouth
	1. At the office
	2. In the field

## Field Work Locations

Roofing jobs may occur in a wide range of locations that may include the roof, inside buildings, or inside parking garages. Depending on the type of location and the building use, there are different levels of risk that these sites may pose.

1. Low risk
	1. Job sites in which you access without having to go inside the building itself where other occupants may be present
	2. Job sites in which there are no other workers present outside Your Company Name Here employees
	3. Indoor job sites in which the building is not occupied
2. Moderate risk
	1. Job sites where you have to go inside the building to access the roof
	2. Job sites in which there are multiple employers present in the same area
3. High risk
	1. Job sites in which you will be applying the membrane inside one of the following types of establishments which have been identified to be high risk by the CDC
		1. Healthcare buildings (e.g. hospitals, doctors offices, clinics)
		2. End-of-life care (e.g. palliative care facilities)
		3. Laboratories that are handling/processing COVID-19 samples
		4. Solid waste and wastewater management facilities
		5. Airline operations
	2. Job sites that are located in areas where the virus is known to be spreading and transmitting within the community

# Risk Assessment

Roofing does not fall within any of the work categories identified by OSHA to be at an increased risk of contracting COVID-19, and as such employees are not considered to be at an elevated level of risk. Despite this, a conservative approach to assessing workers’ risk levels has been taken to ensure that workers are being protected to the best of Your Company Name Here’s ability given the current information and tools available.

It is recommended that, at this point in time, efforts be focused on LOWER risk work to protect worker health. However, in the case that it is necessary to perform moderate or higher risk work, control measures must be put into place to ensure worker health.

## Office Staff

Risk levels posed to office staff are dependent on where workers are located (office or home), whether it is a public or private office, and the size of staff. Figure 1 below identifies risk levels based on different work type, location, and capacity to allow for a minimum of 2 meters distance apart.

## Field Staff

Risk levels posed to field staff are dependent on where workers are located and the size of the work crew. Figure 2 below identifies risk levels based on different work type, location, and capacity to allow for a minimum of 2 meters distance apart.

**Figure 1: Office Workers Risk Assessment**

**Figure 2: Field Worker Risk Assessment**

# Controlling Risk

## Engineering Controls

At present, there is a focus and emphasis on utilizing administrative controls in order to reduce workers’ risk of COVID-19.

## Administrative Controls

Administrative controls that should be considered and implemented can be found in the table below.

**Table 1: Summary of Administrative Control Measures**

|  |  |
| --- | --- |
| **Control Measure** | **Detail** |
| Workers to maintain a minimum of 2 meters distance between each other | Maintaining social distance helps reduce the spread of disease as it is known to be transmitted via droplets.  |
| No more than 50 individuals in one space at any given time | This is currently the direction being provided by the British Columbia government for construction sites. Note that it is not an order for construction sites at present, however it is strongly recommended that it be followed. |
| Provide workers with hand sanitizing stations | This may be hand sanitizers (with at least 60% alcohol content) or soap and water stations. |
| No eating/drinking/smoking without washing hands before and afterwards | This helps prevent workers from touching their face with dirty hands that may potentially have come into contact with virus-containing droplets |
| Daily sanitizing of high touch-point surfaces and items | Daily sanitizing of doorknobs, desks, kitchens, bathrooms, ladders, tools, equipment and other high touch-point items/surfaces to reduce the spread of COVID-19 |
| Stagger coffee/lunch breaks | Staggering breaks reduces the number of workers in shared spaces |
| Establishing a clear path to access the job site that allows workers to remain a distance of 2 meters away from others | Work that is occurring at high or moderate risk sites should have a clear path established to allow workers to access their workspace and leave without having to come within 2 meters of individuals occupying the space where possible. |

## Personal Protective Equipment

Personal protective equipment (PPE) can be used to prevent workers from contracting COVID-19. This equipment should be used as a last resort and should not be chosen over the use of administrative controls.

**Table 2: Summary of PPE**

|  |  |
| --- | --- |
| **PPE** | **Details** |
| Gloves | CSA approved gloves |
| Eye protections | CSA approved glasses and/or face shields |
| Respiratory protection | CSA approved N95 respirators, at a minimum |

# References

The following sources have been used to inform and support this policy:

* [British Columbia Centre for Disease Control – COVID-19](http://www.bccdc.ca/health-info/diseases-conditions/covid-19)
* [Centre for Disease Control – COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/index.html)
* [Government of Canada – Coronavirus (COVID-19): Outbreak Update](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html)
* [OSHA – Guidance on Preparing Workplaces for COVID-19](https://www.osha.gov/Publications/OSHA3990.pdf)
* [WorkSafeBC](https://www.worksafebc.com/en)
* [World Health Organization – Coronavirus disease (COVID-19) Outbreak](https://www.who.int/emergencies/diseases/novel-coronavirus-2019)

# Review

This policy will be reviewed at a minimum every 2 weeks (14 days) to ensure that the information provided is in line with the most up to date information surrounding COVID-19

**Appendix A –**

**Definitions**

| **Term** | **Definition** |
| --- | --- |
| Coronavirus | A large family of zoonotic viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). |
| COVID-19 | Novel corona virus that has not previously been identified in humans. |
| COVID-19 Symptoms | Fever, cough, difficulty breathing, pneumonia in both lungs. In severe cases, infection can lead to death.  |
| Close Contact | Being within approximately 2 meters of a COVID-19 case for a prolonged period of time (e.g. living with or caring for a COVID-19 case); ORHaving direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on). |
| Isolate | Individuals need to be isolated if they:* Have symptoms, even if mild, associated with COVID-19 **or**
* Have been diagnosed with COVID-19 **or**
* Are waiting for laboratory test results **or**
* Have been advised to do so by your Public Health Authority

Isolating yourself means to stay home until the local public health authority says you are no longer at risk of spreading the virus and to avoid contact with others.If symptoms worsen, immediately contact your healthcare provider or Public Health Authority and follow their instructions. |
| Self-Isolate | Individuals need to self-isolate if they:* Have no symptoms **and**
* May have been exposed to COVID-19 as a results of either travelling out of Canada in the last 14 days or coming into close contact with someone diagnosed with COVID-19 **or**
* Have been asked to do so by your public health

Self-isolation means to stay at home, monitor for symptoms for 14 days, and avoid contact with others. If symptoms develop, stay home and seek advice by telephone at 8-1-1 OR 1-888-COVID19. |
| Self-Monitoring | Individuals need to self-monitor if they:* Have no symptoms **and**
* May have been exposed to COVID-19 in the last 14 days **or**
* Are in close contact with older adults or people who are medically vulnerable **or**
* Have been asked to do so by your Public Health Authority

Self-monitoring means to monitor yourself for 14 days for symptoms of respiratory illness (e.g. fever, cough, difficulty breathing) and to avoid crowded places and increase your personal space from others whenever possibleIf symptoms develop, isolate immediately and seek advice by telephone at 8-1-1 OR 1-888-COVID19. |
| Travel Advisory | An official global travel advisory is currently in effect to avoid all non-essential travel outside of Canada until further notice and to avoid all cruise ship travel. |
| Zoonotic Disease | Diseases that are transmitted between humans and animals. |

**Appendix B –**

**Field Level Risk Assessment Template**

**Your Company Name Here COVID-19 Site-Specific Risk Assessment**

Using information from the COVID-19 Risk Assessment and details about the work site, complete the following form to identify the site-specific risk and control measures that will be utilized to mitigate risk.

|  |
| --- |
| **General Details** |
| Job Site: |  |
| Date: |  |
| Completed by: |  |
| Field Level Supervisor/Manager |  |
| Project Start Date: |  |
| Anticipated End Date: |  |
| **Site-Specific Details** |
| Work site/roof size: |  |
| Number of workers on crew: |  |
| Type of job site: (e.g. hospital, school, residential, etc.) |  |
| **Initial Risk Level** |
| Risk level based on initial job plan: |  |
| It is recommended that at this point in time efforts be focused on LOWER risk work to protect worker health. However, in the case that it is necessary to perform moderate or higher risk work control measures must be put into place to ensure worker health.Moderate Risk: Establish a clear path to and from the work area OR implement PPE use to be worn while accessing the work areaHigher Risk: Administrative and PPE control measures must be implemented. Consider implementing control measures suggested by your local health authority.  |
| **Control Measures** |
| Control measures being utilized (select all that apply) | * Administrative Controls:
	+ Daily sanitizing of high-touch point items/surfaces
	+ Employees to maintain a minimum of 2 meters distance from one another
	+ No more than 50 individuals to be in space at any given time
	+ Mandatory hand washing before and after eating/drinking/smoking
	+ Staggered coffee/lunch breaks
	+ Sanitizing stations set up (hand sanitizer or soap and water)
	+ Clear path established to allow workers to access roof safely
* PPE:
	+ Gloves
	+ Face shields/ eye protection
	+ Respiratory protection
* List any additional Control Measures:
	+
 |
| **Final Risk Assessment** |
| Risk level based on job details and control measures in place: |  |