



Tourism Saskatoon

Saskatoon CommUNITY Commitment – Risk Assessment Resources

COVID-19 Transmission Hierarchy of Controls Cheat Sheet

COVID-19 Transmission Risks to Consider:

1. Person-to-person

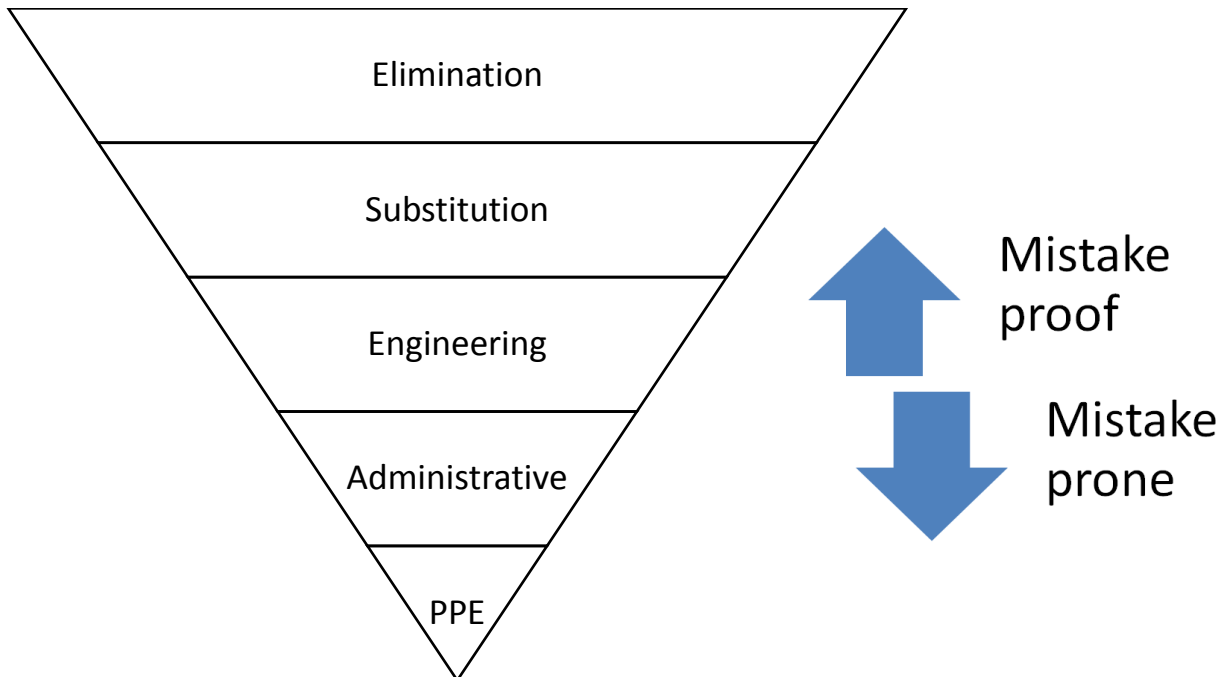
- Transmission via large respiratory droplets from an infected person getting into your respiratory system (e.g. inhaling an infected person's cough or sneeze)
- Transmission via small respiratory droplets from prolonged contact (e.g. conversation) in poorly ventilated spaces

2. Surface/contact

- Transmission via touching something with an infected person's respiratory droplets on it and then touching your own mucous membranes

The main transmission route is thought to be person-to-person transmission from large droplets – so physical distancing is your priority!

Hierarchy of Controls:



The higher up on the hierarchy, the less rules there are to follow (aka “more effective”).

People do not intentionally break rules, but it is difficult and overwhelming to adapt to a new set of rules every time one enters a different establishment, and stressful for staff to police customer behaviour on top of regular job duties.

It is preferable and safer to use higher-level, mistake-proof controls where possible. These types of controls are also more inclusive, as some administrative controls or PPE may not be practical for people with certain disabilities or medical issues, or children.

What does each category mean?

Elimination – Completely eliminate the possibility of any worker or customer coming into contact with infectious particles. This is not always possible for the service industry, but it may apply to some job tasks.

Eliminate:

- The need for people to be <2m apart
- The need for multiple people to touch things
- The need for multiple people to breathe common air for extended periods

Common elimination solutions:

- Do job tasks remotely
- Stay closed

Substitution – Substitute a task that would potentially expose someone to infectious particles with something that won't.

Substitute:

- The need for people to be <2m apart
- The need for multiple people to touch things
- The need for multiple people to breathe common air for extended periods

Common substitution solutions:

- Curbside pickup or delivery
- Customers seat themselves, chalkboard menu
- Use disposable items instead of reusable and have customers dispose of them
- Conduct some business activities outdoors

Engineering – Design systems or barriers to reduce the potential for workers or customers to come into contact with infectious particles.

Design out:

- The ability of people to be <2m apart OR cough in each others' faces
- The ability of multiple people to touch things
- The ability of multiple people to breathe common air for extended periods

Common engineering solutions:

- Plexiglas barriers at counters, extended countertops, aisle barricades
- On/off motion sensors in bathrooms, automatic doors, prop door open
- Improve indoor ventilation - open windows, keep bathroom vent fans running, air purification

Administrative – Use procedures, training, or set behavioural expectations to reduce the potential for workers or customers to come into contact with infectious particles. “Rules-based” controls are not always easy for people to follow, especially if implemented poorly.

Make policies, procedures, training for:

- Keeping people 2m apart OR preventing people from coughing in each others' faces
- Preventing people from touching things that might be infected OR making sure they can wash their hands after
- Ensuring people don't breathe common air for extended periods

Common administrative solutions:

- 2m indicators in lineup areas, directional markings
- Cleaning things that have been touched/used
- Hand hygiene policy
- Limiting capacity and/or time in the business
- "No small talk" policy
- Non-medical mask use policy

Personal Protective Equipment – Wear equipment that, if used correctly, is officially rated to protect workers from coming into contact with infectious particles.

PPE should only be used if all other levels of controls have been considered and there is still a high likelihood of contact. PPE is commonly referred to as “the last line of defense” – if it's your only control, reconsider what else you can do.

Approved solutions, if required by Reopen SK or independent assessment:

- Medical-grade surgical/procedural mask (droplet)
- Medical gown (droplet)
- Safety glasses (droplet)
- Respiratory protection (aerosol) - need to follow OHS regulations if using, and contact a qualified safety professional for assistance



Saskatoon CommUNITY Commitment COVID-19 Risk Assessment Worksheet

Steps:

1. Break the job into unique steps or tasks - as it was done pre-COVID (no controls). Include customer “tasks” if applicable.
2. Identify if and how the step/task may expose the worker (or customer, if applicable) to infectious particles **if there are no controls in place**.
3. Brainstorm for each level of the hierarchy of controls, taking financial and cultural constraints into account (e.g. Is this unreasonably expensive? Can clientele be expected to adapt to this change?).
4. Decide as a staff what controls you will implement. Cross-reference with Reopen Saskatchewan Guidelines and any other guidelines you are required to follow to fill remaining gaps.

Job Step	Transmission Risk	Potential Control(s) and Level(s)	Feasibility - \$\$, 😊😞	Final Decision(s)
<p>Example: Take customers’ order (Server verbally communicates with customers at their table and retrieves menus)</p>	<p><input checked="" type="checkbox"/> Person to Person (< 2 m distance between people, extended contact in bad ventilation)</p> <p><input checked="" type="checkbox"/> Contact (Touching potentially infected objects)</p>	<p><i>Eliminate – pre-order online</i> <i>Substitute – put chalkboard menu on wall, disposable menus</i> <i>Engineer – Plexiglas at cashier and customer orders at counter</i> <i>Admin – Customers wear mask until food comes, put marking on floor for server to stand when taking order 2m away, disinfect menus</i> <i>PPE – Server wears surgical mask when taking order</i></p>	<p><i>E – Low or high \$ depending on method, will not allow walk-in customers</i> <i>S – Chalk low \$, paper high\$</i> <i>E – Plexiglas mid-range\$ but effective, space limited for counter lineup</i> <i>A – High \$ to disinfect menu, customers may 😞 wearing mask</i> <i>P - Ongoing costs of PPE, may create communication issues</i></p>	<p><i>No walk-ins – reservation only. Customers pre-order over the phone or email when reserving. Post weekly menu on Facebook page. Try this to start, if not enough customers add chalkboard menu and ordering at cashier</i></p>
<p>Example: Customers sit at table to socialize and eat (Transmission risk between parties at different tables)</p>	<p><input checked="" type="checkbox"/> Person to Person (< 2 m distance between people, extended contact in bad ventilation)</p> <p><input type="checkbox"/> Contact (Touching potentially infected objects)</p>	<p><i>Elim – takeout/delivery only</i> <i>Sub – outdoor dining</i> <i>Eng – space tables 6 ft apart, prop open outside doors and windows for better ventilation</i> <i>Admin – limit restaurant capacity, cust wear mask until food comes, time limit</i> <i>PPE – n/a for customers</i></p>	<p><i>E – not enough \$</i> <i>S – Customers, staff 😊 but no available space</i> <i>E – can space tables, opening doors is free</i> <i>A – cap required by Reopen SK but will limit \$, cust may 😞 mask policy, not everyone can wear mask safely, cust may 😞 time limit</i></p>	<p><i>Follow Reopen SK for table spacing and capacity. Keep entrance door propped open if weather permits. Encourage quick turnarounds. Look into parking space patio?</i></p>

Tourism Saskatoon COVID-19 Safety and Security Resources
DRAFT Risk Assessment Worksheet

Job Step	Transmission Risk	Potential Control(s) and Level(s)	Feasibility - \$\$, 😊☹️	Final Decision(s)
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