

Saskatoon CommUNITY Commitment COVID-19 Risk Assessment Worksheet

Steps:

1. Break the job into unique steps or tasks. 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 Re-Open 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 and retrieves menus)</p>	<input checked="" type="checkbox"/> Person to Person (< 2 m distance between people, extended contact in bad ventilation) <input checked="" type="checkbox"/> Contact (Touching potentially infected objects)	<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 – 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, customers wear mask until food comes</i>	<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</i> <i>P - Ongoing costs of PPE, may create communication issues, hard/stressful to enforce customer mask use</i>	<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. Passive strategy for customer table mask use</i>
<p>Example: Multiple staff eat/drink in break room on scheduled breaks</p>	<input checked="" type="checkbox"/> Person to Person (< 2 m distance between people, extended contact in bad ventilation) <input type="checkbox"/> Contact (Touching potentially infected objects)	<i>Elim – Solo breaks off-property only</i> <i>Sub – Outdoor break area</i> <i>Eng – Space seating 2m apart, open window or air purifier, Plexiglas cubicles in break room</i> <i>Admin – Schedule breaks staggered, limit capacity in break room, encourage outdoor breaks</i> <i>PPE – Masks required unless eating/drinking</i>	<i>E – No suitable place to go</i> <i>S – Too cold outside</i> <i>E – Small capacity when spaced, can run vent fans, Plexiglas expensive</i> <i>A – Can schedule staggered, capacity naturally limited with seating spacing, some staff :) some :(outdoors</i> <i>PPE - required as per Public Health Order</i>	<i>Discuss best options with staff. Put picnic table at back door for those who would use it. No more than 3 people scheduled on break at once and encouraged not to use break room unless necessary. If using room wear masks as much as possible</i>
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