



COMMUNICABLE DISEASE SAFETY PLAN

[SOCIETY
NAME]



Facility Risk Assessment and Safety Plan

Facility:	Risk Assessor:	Date:
Work Area:	Health & Safety Rep:	
Threat Level: High, Moderate, Low	Site Supervisor:	

Risk Controls	Threat Level			Action Required
	H	M	L	
Staffing				
a. Determine essential staffing needs and levels				
b. Temporary layoff and recall policies in place				
c. Pre-screening for returning employees using the Health Screening Questionnaire				
d. Determine accommodation needs on a case-by-case basis				
e. Identify and check in with employees on leave				
f. Redeploy staff where needed				
g. Recruit temporary employees or summer students if needed				
Communicate Communicable Disease Policies & Protocols				
a. Promote employee vaccinations (e.g. in-house seasonal flu clinic, paid time off to be vaccinated, etc.)				
b. Expanded Sick Leave Policy				
c. Safe Return to Work Protocols				
d. Temporary Work from Home Measures				
e. Works Refusals Protocol				
f. New Office forms & procedures (e.g. Health screening for visitors, Entry Log, etc.)				
g. Physical Distancing Measures				
h. Signage available & in place (e.g. directional floor markers, occupancy limits, Handwashing reminders, Mandatory Mask Notices, etc.)				
i. Site Sanitization Schedule, Assignments & Protocols				
j. Staff training on restrictions, protocols, proper hygiene & use of PPE				



Risk Controls	Threat Level			Action Required
	H	M	L	
Hygiene/Cleaning Measures				
a. Work surfaces are disinfected at appropriate intervals				
b. High use equipment is decontaminated before and after use				
c. Handwashing is encouraged; soap and hand sanitizer is readily available				
d. Hand sanitizer is available at entry and in high traffic locations				
e. Eliminate frequent contact of surfaces (e.g. leave door(s) open where possible)				
f. Remove appliances, dishes, cutlery, glassware and other commonly used items; staff bring their own				
g. Hygiene / cleaning measures				
Physical Distancing				
a. Identify and post occupancy limits				
b. Stagger lunch/breaks				
c. Stagger hours of work				
d. Establish work from home arrangements				
e. Discourage physical contact of employees				
f. Discourage events and gathering in excess of 50 people adhering to physical distancing guidelines				
g. Limit number of passengers in vehicle				
h. Place floor markers spaced at 2 metres (6 feet) apart in wait areas				
i. Place directional markers to regulate flow in line-ups				
j. Secure or restrict access to small areas				
k. Post and monitor occupancy limit in elevator				
l. Remove seating in wait areas				
m. Other actions				



Risk Controls	Threat Level			Action Required
	H	M	L	
Engineering Controls				
a. HVAC systems functioning				
b. Plexiglas barriers installed				
c. Physical barriers erected				
d. Office workstations and common area seating are reconfigured to ensure maximum distance between employees				
e. Cordon off playground areas with caution tape				
f. Identify and secure access to area in open shelter space for isolating sick clients				
g. Other				
Administrative Controls				
a. Eliminate 'Wait' Area, Book Appointments instead				
b. Establish a Visitor Screening Protocol				
c. Set up a Visitor Log In/Out System				
d. Secure IT for email, web meetings & file sharing				
e. Designate a Delivery Drop Zone				
f. Identify & Post Signage (e.g. Restricted access, Occupancy Limits, Hygiene Reminders, etc.)				
g. Set up and run temperature screening of all entrants to the work site				
h. Establish and circulate a site sanitization schedule & guidelines				
i. Reliable and sustainable source for procurement of supplies, including PPE, disinfectant, sanitizer, hand soap, disposable paper towel				
j. Adequate supplies of PPE, sanitary materials, and cleaning products				
k. Other				



Risk Controls	Threat Level			Action Required
	H	M	L	
Personal Protective Equipment				
a. Masks				
b. Gloves				
c. Face Shields/Goggles				
d. Gowns				
e. Other				
Emergency Response				
a. Response plan in case someone shows symptoms in the workplace				
b. Suspected case isolation areas and protocols				
c. System to track and trace potential interactions				
Additional Measures (unique to this facility)				