

Critical Task Hazard Analysis Worksheet: PANDEMIC RESPONSE – COVID-19

#1: General Duties - including visits to a DFO facility or work in a single occupancy space at a DFO facility or worksite while in the COVID-19 pandemic response scenario.

Notes:

- This Task Hazard Analysis (THA) is in response to the Canada Labour Code Part II, the Canada Occupational Health and Safety Regulations Part XIX Hazard Prevention Program, and the DFO Occupational Health and Safety Manual.
- It is to assist personnel in identifying foreseeable hazards including visits to a DFO facility or work in a single occupancy space at a DFO facility or worksite while in a pandemic response scenario.
- The application of these control measures will assist in mitigating potential hazards to maintain a safe workplace.
- The THA assumes that the relevant critical task has been authorized as a critical service, and not appropriate to be conducted via telework.
- This THA is to be reviewed regularly to ensure that all potential hazards have been identified, and that the analysis and response is consistent with the most up to date information provided by the competent medical jurisdictions/authorities.
- The *Pandemic Response: General Duties* THA is the foundational THA outlining basic information related to pandemic response. This THA should be reviewed along with the *Pacific Region Pandemic Response Occupational Health and Safety Guide*.

Region: Pacific	TASK HAZARD ANALYSIS: PANDEMIC RESPONSE
Branch/Division:	General Duties - including visits to a DFO facility or work in a single occupancy space at a DFO facility or worksite while in a pandemic response scenario.
Last revision: 2020-May-5	Developed by: Melinda Scott/ Brenda McCorquodale, Science



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Column A - BASIC STEPS	Column B - HAZARDS CONSIDER: Health and safety, damage to people, property, equipment or program/the 5 categories of hazards; biological, physical, ergonomic, chemical, and psycho-social.	Column C – TASK INSTRUCTIONS Define how each step is to be performed safely, ensuring all hazards are addressed.
Control/ permission to enter sites.	During the pandemic response scenario, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces. To minimize the potential of transmission DFO has issued a telework directive to staff presence in DFO facilities and worksites, except when on site presence is required to conduct or support critical activities.	Rigorous control and tracking of staff on site will ensure the ability of the Department to respond to potential incidents of possible COVID-19 transmission in facilities and to enable appropriate cleaning of facilities. Within the pandemic response scenario, employees must have their manager's permission to access a DFO facility. Managers should limit access to sites to those performing critical services or operations necessary to support critical functions. Access to facilities should be controlled, monitored and tracked to allow follow up with employees, if required. When at a worksite or facility, staff should limit their presence and transit to areas essential to carrying on critical services. Common rooms (such as lunch rooms) should be avoided where possible. Read the latest updates for Government of Canada employees on Coronavirus disease (COVID-19) here: https://www.canada.ca/en/government/publicservice/covid-19.html#wb-auto-5



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<p>Awareness of general pandemic response risk and mitigation planning.</p>	<p>Employees must be aware of potential hazards prior to entering a DFO worksite, to ensure that protocols are followed appropriately.</p> <p>Pandemic-related hazards include:</p> <p>Physical: touching surfaces that are potentially contaminated with virus particles</p> <p>Biological: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace with easily transmissible viral particles</p> <p>Chemical: exposure to disinfectants/nitrile or latex gloves/environmental sensitivities;</p> <p>Psychosocial: mental distress/anxiety</p>	<p>Prior to working on a DFO worksite (in a facility or working in the field/ on a vessel) employees should discuss risk and pre-mitigation related to pandemic response with their manager. Guidance on risk assessment and informed decision-making related to pandemic planning in the workplace is available here (full link below).</p>
<p>Avoid having staff who could potentially have COVID-19 on-site.</p>	<p>Although, even with pre-screening, there is still a risk that non-symptomatic carriers can transmit viruses, pre-mitigation, including reporting and self-screening, mitigate the risk of introduction of a pandemic virus into the workplace.</p>	<p>Prior to coming to the workplace, federal employees should self-monitor for symptoms associated with COVID-19 https://bc.thrive.health/covid19 https://ca.thrive.health/covid19/en . As medical knowledge of virus and disease change over time, the advice of medical authorities may be updated. Please check back regularly to ensure that the most up to date medical advice is used. If staff have symptoms consistent with COVID-19, they should not come to a DFO facility or work site, but should contact their local health authority for advice regarding advice about possible self-isolation and testing.</p> <p>Employees should under no circumstances go to a DFO facility or worksite if they exhibit COVID-19 consistent symptoms or have been instructed to self-isolate due to contact with someone with suspected COVID-19 or recent international travel.</p>



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Enhanced cleaning protocols	In general office environments, where employees are able to use physical distancing and good personal hygiene practices, risk of transmission of COVID-19 will be greatly reduced. To further reduce risk, general enhanced cleaning protocols have been implemented as a part of facility management at DFO facilities where staff are required to perform critical services.	Facilities Management within Pacific Region will ensure that enhanced cleaning regimes are in place in those areas where it has been identified to them that staff are working. Enhanced cleaning provided more frequent cleaning, with approved cleaning products, of commonly-touched surfaces such as: <ul style="list-style-type: none">○ door handles○ railings○ key pads/ elevator buttons○ common counters, tables and desktops○ photocopiers & stations○ front entry areas○ washrooms
Self-monitoring while in the workplace	The onset of symptoms of COVID-19 can happen at any time. Employees who arrive at the workplace feeling well may develop symptoms. Having an employee on site displaying COVID consistent symptoms poses an additional risk of transmission in the workplace.	Any change in health, or the onset of new symptoms during the day, should be a trigger for self-assessment/ self-monitoring for symptoms https://bc.thrive.health/covid19 . If an employee develops COVID-consistent symptoms they should seek medical attention (if required) and advise their employer. If so, it is important to immediately take steps to minimize any further contact with co-workers and leave the facility as soon as possible (see more detail below in Safe Work Procedures section).
Onset of symptoms following presence on a DFO worksite	If you develop symptoms consistent with COVID-19 while working on site, or develop symptoms/test positive for COVID-19 within 14 days of having worked at a DFO worksite, there is a potential that you may have transferred the virus to others through transmission at the facility. This could constitute a workplace hazard under part II of the Canada Labour Code, and therefore you are required to report the presence of the onset of symptoms to your manager.	Report the onset of COVID-19 related symptoms, or a positive test for COVID-19, to your manager immediately if you are on site or have been at a DFO facility in the past 14 days. Managers are responsible for working with Designated Senior Officers of facilities and Real Property to ensure that proper pandemic response procedures are followed if there is a potential case of a COVID-19 positive employee having been on site at a DFO facility or worksite. These steps include, but are not limited to: informing other employees who may have been on site, and ensuring the area/ equipment/ surfaces are properly cleaned (see relevant guidance documents).
Continuous feedback to improve SWPs	Follow up and Monitoring of Work Site Procedures	Provide feedback on safe work procedures as appropriate.

Safe Work Procedure – Pandemic Response – COVID-19

Branch

Pacific Region

Region

General Duties – during a Pandemic Response

Subject

I. PURPOSE

The purpose of this safe work procedure is to provide guidance to employees who are required to report to work to perform work (critical services or work that directly supports critical services) which cannot be completed through telework, at a DFO facility or on a DFO work site during a pandemic response scenario. This procedure is intended to provide guidance on how to minimize risks during the pandemic response.

It is the responsibility of all staff to conduct risk assessments on an ongoing basis to prevent injury to themselves, the public, and other employees.

As per Canada Labour Code Part II, 126. (1), employees shall review and comply with these procedures.

II. PROCEDURES

The SWPs ensure that proper steps take place before, during, and after and employee works at a DFO facility or work site during a pandemic response scenario. Procedures include requirements for orientation and screening prior to visiting a DFO work site, actions while at the work site (hygiene, physical distancing, cleaning, and monitoring) and follow up after visiting a site.

Employees must read the OHS General Information Guide for more details on the Government of Canada's response to COVID-19

SELF MONITORING:

Pre-mitigation, including reporting and self-screening, will help to pre-screen possible COVID-19 positive staff and pro-actively remove risks that they could inadvertently introduce the virus into the workplace

Daily, before coming onto a DFO worksite, and throughout the day, employees should self-monitor for symptoms associated with COVID-19 by using the COVID-19 Symptom Self-Assessment Tool here: <https://ca.thrive.health/covid19/en>

Daily, and before coming onto a DFO worksite, employees should self-screen by answering the following questions:

1. Are you experiencing symptoms consistent with COVID-19 (see the link above for the most up to date list of symptoms)?



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2. In the past 14 days have you been outside of Canada or the Yukon?
3. In the past 14 days have you been in close contact with anyone who is symptomatic or has been diagnosed with COVID-19

If you answer yes to any of the above questions employees should inform their manager and must stay at home and not visit a DFO facility or work site. Employees with COVID symptoms must stay home and not come to work for at least 10 days, or longer if symptoms have not resolved. After 10 days employees may return to work if they are free of signs of symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

PHYSICAL DISTANCING:

Physical distancing reduces the potential that the virus can be transmitted through airborne droplets. There is a possibility that even non-symptomatic carriers of the virus may transmit the active virus in this manner, so physical distancing should always be observed, even in cases when people do not display symptoms of COVID-19.

Maintain physical distancing.

- Keep a distance of at least 2 arm's-length (approximately 2 meters) from other people. This may involve reconfiguring workspaces to allow employees to maintain safe distances or redirecting work flows.
- Using physical distancing techniques, such as using telephone, video conferencing, or the internet to conduct as much business as possible (including within the same building), allow employees to work from home, or to work flexible hours to avoid peak public transportation times or crowding the workplace.
- Restrict access to DFO facilities and workplaces to those who are required to be present, and restricting the presence of visitors to workplaces, in order to maintain the ability to limit any potential requirement for close personal contact;
- For staff working in a non-office environment, maintain physical distancing of 2m from other team members and any member of the public during all activities.
- Should a task require close personal contact, additional mitigation measures must be employed, including the use of personal protective equipment such as masks (if physical distancing of 2m cannot be maintained) and disinfectant wipes or gloves (if common surfaces must be touched and frequent hand washing is not a feasible mitigation).

HAND HYGIENE:

Necessary good personal hygiene practices include the following:

- Stay home if you are sick to avoid spreading illness to others,
- [Wash your hands](#) often with soap and water **for at least 20 seconds**. Using soap and water is the single most effective way of reducing the spread of infection,
- If soap and water are not available, alcohol based hand rubs (ABHR) can be used to clean your hands as long as they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them,

- Wash your hands or sanitize upon entering and exiting public spaces (familiarize yourself with the location of hand sanitizer stations in the facility you are working in),
- Wash your hands each time gloves are changed or discarded,
- Avoid touching your face, including eyes, nose or mouth with unwashed or gloved hands,
- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough,
- If you use a tissue, dispose of it as soon as possible and wash your hands afterwards,
- Protect your hands from touching dirty surfaces as you leave the bathroom (i.e. using a paper towel to open the door),
- Ensure regularly touched surfaces are cleaned/disinfected frequently,
- Do not use common areas (like lunch rooms or lounge areas), avoid the use of common fridges and microwaves, and do not share food, drinks, utensils, etc.

RESPIRATORY ETIQUETTE:

- Minimize your contact with others through physical distancing by keeping two metres apart when outside your home,
- Provide boxes of tissues and **no-touch disposal receptacles** for employees.

Employees should turn their head away from others and cover their mouths with a sleeve or tissue when coughing or sneezing, discard tissues into the garbage, and wash their hands regularly.

ENHANCED CLEANING OF DFO FACILITIES:

- Not all work spaces and/or equipment are used by a single individual. For any surface and /or equipment which may be shared please see Pandemic Response SWP #2 on shared workspaces/equipment.
- Facilities where critical services are being performed will be receiving enhanced cleaning, including a mid-day clean of commonly touched surfaces. Please contact Real Property for more information.

STRESS/ANXIETY/MENTAL HEALTH AWARENESS BEFORE, DURING OR AFTER TASK COMPLETION:

Psycho-social - emotional stress, anxiety or concern is natural under the present circumstances. Anyone who feels they are experiencing negative mental health implications they should seek assistance as soon as possible.

Review the materials shared by our Mental Health Co-Champions <https://www.canada.ca/en/government/publicservice/covid-19/protect-mental-health.htm> or Wellness Together Canada <https://ca.portal.gs/>.

Practice self-care. If emotional distress or trauma is experienced, contact mental health peer support workers or Employee Assistance Program at 1-800-268-7708.



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PERSONAL PROTECTIVE EQUIPMENT CONTAMINATION, LOSS OR DAMAGE:

In order to mitigate future risks, report damage or loss of COVID-specific PPE equipment.

POTENTIAL EXPOSURE:

Report any suspected COVID exposure.

III. TRAINING REQUIREMENTS

Prior to working at a DFO facility during a pandemic response, employees should review all SWPs related to any tasks they may be required to undertake. If personal protective equipment is required, training should be provided prior to employees going to work on a DFO work site or at a DFO facility.

IV. PERSONAL PROTECTIVE EQUIPMENT REQUIRED

For general entry to a DFO facility/ work at a single occupancy general workspace within a DFO facility while in a heightened pandemic response scenario, where the above SWPs can be adhered to, no further personal protective equipment is required.

In the event that no hand washing stations are available, hand sanitizer should be made available to employees.

If physical distancing of 2m cannot be maintained, the use of face masks should be considered to mitigate risks of airborne transmission.

If it is necessary to share work spaces or equipment, please see Pandemic Response Safe Work Procedure #2 on shared work spaces and equipment for advice on appropriate protective equipment.

V. REFERENCES

IMPORTANT LINKS:

Refer to general information guide for all additional references and important BC COVID-19 related links

Coronavirus disease (COVID-19): Information for DFO and CCG employees: <https://www.dfo-mpo.gc.ca/covid19/information-eng.html>



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VI. APPROVED BY

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Signature

Date (*mm/dd/yyyy*)

Director:

Branch:

Region:

Pacific Region