

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

#2 Critical Task: Working in a shared work space or with shared equipment in a DFO facility or on a DFO work site while in a 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 when working in a shared work space or with shared equipment in a DFO facility or on a DFO work site while in a heightened 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.
- This THA builds upon THA/SWP #1: *Pandemic Response: General Duties*, and therefore anyone signing this THA/SWP also needs to review and sign THA #1 *Pandemic Response: General Duties*. 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:	Working at a shared work space or with shared equipment in a DFO facility during a heightened pandemic response scenario.
Last revision: 2020-April-23	Developed by: Brenda McCorquodale, Science



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

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.
Ensure work stations and equipment have been adequately cleaned in-between use by different employees.	<p>In addition to the hygiene procedures and enhanced cleaning protocols outlined in the <i>THA/SWP Pandemic Response: General Duties</i>, where workstations or equipment are used by more than one person it is important to ensure that proper cleaning takes place between users to prevent the possible spread of viruses on commonly touched surfaces.</p> <p>When multiple people are either in close proximity and/or touching common surfaces, there is an increased risk related to transmission through:</p> <ul style="list-style-type: none"> Physical: touching surfaces that are potentially contaminated with virus particles Biological: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace with easily transmissible viral particles. 	<p>Ideally, through mitigation and proper planning, the need to use common work stations and equipment will be minimized. When it is necessary to use a common work station or piece of equipment, mitigation should be applied to maintain physical distancing and to reduce the risk of contamination from commonly touched surfaces.</p> <p>Enhanced cleaning protocols at DFO sites may not allow for adequate cleaning in-between use of work stations or equipment in a timely manner. In these cases, it is necessary for staff to ensure that appropriate cleaning takes place. Cleaning protocols should be consistent with the DFO guidance on pandemic response cleaning (outlined below).</p> <p>If there is a concern that someone with COVID symptoms has been in a commonly used workspace, a deeper cleaning should be performed. The Designated Senior and Real Property should be contacted about completion of a deep clean in accordance with the national cleaning guidelines.</p> <p>In order to ensure that communication effectively takes place about whether work stations and equipment is clean, consideration should be given to placing signage on work stations and equipment to note that it is “Clean.”</p>
Ensure physical distancing requirements are met.	Hazard of airborne contamination from COVID-19.	<p>If there are cases where, in a shared work station situation, a physical distance separation of 2m cannot be maintained, the use of personal protective equipment (face masks) are required, and a more comprehensive risk assessment should be undertaken of the specific tasks required.</p> <p>Consideration should be given to the type of tasks being undertaken, and whether there are alternatives to the requirement to work in close physical proximity.</p>
Self-monitoring while in the workplace and onset of symptoms following presence on worksite.	The risk of transmission will potentially be higher where staff have been working in a shared work station situation.	It is critical that staff follow the guidance set out in the general duties SWP on pandemic response and monitor/ report any symptoms to their manager.



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

Continuous feedback to improve SWPs.	Follow up and Monitoring of Work Site Procedures	Provide feedback on safe work procedures as appropriate.
--------------------------------------	--	--

Pacific Region

Branch

Pacific Region

Region

Pandemic Response: Shared Work
Space or Equipment

Subject

I. PURPOSE

This Safe Work Procedure (SWP) provides guidance to employees working at a shared work space or with shared equipment in a DFO facility while in a heightened pandemic response scenario. All elements of the SWP of #1 *Pandemic Response: General Duties* should be followed, in addition to these guidelines.

II. PROCEDURES

The SWPs ensure that proper steps take place before, during, and after an employee works at a DFO facility or on a DFO work site during a pandemic response scenario. Procedures include: requirements for orientation and screening prior to visiting a DFO facility; hygiene, physical distancing, cleaning, and monitoring while on site; and follow-up / reporting after presence on a site. In addition, the shared work stations and equipment SWP emphasizes the need to clean shared work stations, label that work stations have been cleaned, maintain physical distancing, use personal protective equipment when necessary, and report onset of any COVID-consistent symptoms.

As outlined in the of #1 *Pandemic Response: General Duties*, general advice related to hygiene protocols and physical distancing are even more important when working in shared work stations or equipment. In addition, where enhanced cleaning protocols are not practical to ensure workstations or equipment can be cleaned in between use, employees will need to have access to appropriate personal protective equipment to ensure that appropriate cleaning can take place.

Cleaning protocols in between uses (consistent with the DFO guidance on pandemic response cleaning):

Hard (Non-porous) Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, use disinfectants consistent with guidance as provided by Health Canada.

Safe Work Procedure: Pandemic Response – COVID-19

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
- After cleaning dispose of items as appropriate in accordance with the manufacturer's instructions.

Electronics

- For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Fabrics such as cloths

- Use caution when handling dirty cloths used to disinfect an area or surfaces that have been contaminated by a symptomatic person and discard the cloth after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other cleaning purposes. Clean hands immediately after gloves are removed.
- If possible, do not shake dirty cloths. This will minimize the possibility of dispersing virus through the air.

CLEANING vs DISINFECTING

It is important to make the distinction between cleaning and disinfecting:

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting** refers to using chemicals, for example, Health Canada-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.

In the event of a potential COVID case in a shared work station or with a person using shared equipment, the station/equipment should not be used until a deep clean can be performed. The Designated Senior Officer and Real Property should be advised to facilitate a deep cleaning of the affected area/equipment.

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, employees should be trained in its use prior to attending a DFO work site. Staff should also thoroughly review the *Pacific Region Pandemic Response Occupational Health and Safety Guide*.

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 are adhered to, no 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 cannot be maintained, a risk assessment should be performed and face masks should be used to limit the potential for airborne transmission of virus particles. At this time Public Health Authorities have advised that cloth or surgical-style masks should be sufficient as personal protective equipment where physical distancing cannot be maintained. The exception to this guidance is in cases where there would be a reasonable expectation that staff would be coming into contact with someone who has tested positive for COVID or who is displaying symptoms consistent with COVID, or where employees/contractors are responsible for cleaning areas which have been used by an employee who potentially has COVID, in which case a mask capable of filtering virus particles (N95) should be used.

Where employees will need to clean workstations between use by different people, an agent for cleaning (disinfectant wipes or an appropriate cleaning solution and cloths) must be provided. Any protection required with respect to the cleaning agent used should also be provided.

In the event of a potential COVID case in a shared work station or with a person using shared equipment, the station/equipment should not be used until a deep clean can be performed. The Designated Senior Officer and Real Property should be advised to facilitate a deep cleaning of the affected area/equipment.

V. REFERENCES

IMPORTANT LINKS:

Refer to *Pacific Region Pandemic Response Occupational Health and Safety Guide* for all additional references and important BC COVID-19 related links.

In addition to this THA/SWP, all elements of the THA/SWP #1 *Pandemic Response: General Duties* should be followed.

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



Safe Work Procedure: Pandemic Response – COVID-19

VI. APPROVED BY

Developed by: Brenda McCorquodale, Science Branch.

Signature

Date (mm/dd/yyyy)

Director:

Branch:

Region:

Pacific