# COVID-19 Protective Measures Inspection

**Name of Principal Investigator/Area Supervisor:**

**Department: Location:**

**Person inspecting: Personnel present:**

**Date of inspection:**

## General:

**For review of departmental spaces:** those onsite have participated in the EHS COVID-19 Infection Control and Prevention Awareness training and are aware of the following requirements:

[ ] to complete daily BEFORE coming to work the [University’s self-screening form](https://uoguelph.eu.qualtrics.com/jfe/form/SV_6lh1bNRMHDEU1OR)

[ ]  to complete the [Ontario Health online self-assessment](https://covid-19.ontario.ca/self-assessment/)  or visit an assessment centre to get tested if they are ill/have symptoms or have been exposed to someone with COVID-19

[ ] to stay home and complete and submit the University Employee/Student Self Declaration Form (as applicable) if they have symptoms or have been advised by Public Health or a health care practitioner to self-isolate.

[ ] to notify their Supervisor of their absence.

[ ] to contact Occupational Health and Wellness or Student Health Services if they test positive for COVID-19.

[ ] to follow COVID-19 related hygiene measures including avoiding touching your face, frequent hand washing and good respiratory etiquette

[ ] to physically distance (2m separation between yourself and others)

[ ] to wear a non-medical mask when physical distancing cannot be maintained or predicted

**For review of public spaces:**

[ ]  Is appropriate signage posted (usually on building entrances) reminding people to self-assess

## Physical Distancing

The number of team members (faculty, staff, students, etc.) who access spaces at any time must be minimized to ensure all individuals can continue to practice physical distancing. Identify the strategies used to minimize people within the spaces inspected.

|  |  |  |
| --- | --- | --- |
|  | **Strategy** | **Comments**  |
|[ ]  People present are limited to numbers suitable to the space size and able to appropriately physically distance |  |
|[ ]  A shared calendar or other method is used to facilitate coordination of schedules using the same space e.g. staggering start time, alternating days, etc. and maintain associated records.  *Identify method e.g. Teams, One Drive, etc. used for coordination and contact tracing if needed.* |  |
|[ ]  Use of common equipment is being coordinated to avoid multiple people using at a given time |  |
|[ ]  Teams or cohorts of people who will work at one time have been created to minimize the numbers of discrete contacts with different individuals and limit the impact in the event of a COVID positive case, while also minimizing working alone situations. |  |
|[ ]  Visual markings and signage have been added to indicate minimum physical distancing requirements |  |
|[ ]  Equipment has been relocated, where feasible, to support minimum physical distancing |  |
|[ ]  Workstations have been reconfigured, where feasible, to support minimum physical distancing (e.g. furniture relocation, installation of barriers) |  |
|[ ]  Workstations have been dedicated to one person where feasible |  |
|[ ]  Uni-directional workflow has been established and labelled accordingly (i.e. one-way paths for movement within the space) where feasible  |  |

## Hand washing and disinfection

|  |  |  |
| --- | --- | --- |
|  | **Consideration** | **Comments** |
|[ ]  Handwashing soap and paper towels and/or an appropriate alcohol-based hand sanitizer (>60%) are available and supplies deemed to be sufficient. |  |
|[ ]  People are familiar with expectations for handwashing/sanitizing upon entry and prior to exit of space |  |
|[ ]  Disinfectant for use on equipment, tools and high-touch surfaces is available. *Indicate disinfectant(s) available.*  |  |
|[ ]  People are familiar with procedure for disinfection of equipment and high touch surfaces and disinfection being done at the beginning of use and before the end of use on a given day, or before its use by another individual  |  |

## Personal Protective Equipment (PPE)

|  |  |  |
| --- | --- | --- |
|  | **Consideration** | **Comments** |
|[ ]  PPE for research/work activities is available  |  |
|[ ]  PPE for each individual is stored separately between uses |  |
|[ ]  Face coverings appropriate for the work are being worn |  |

## Other

Are there scenarios where personnel are unable to maintain a physical distance of 2m? [ ] Yes [ ]  No

If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, identify what additional precautions have been implemented:

[ ] Time spent within 2m minimized [ ] Physical barriers installed. If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional work specific practices implemented:**