

Infrastructure Health and Safety Association Guidance on COVID-19 screening (checklist)

Overview

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep workers, customers and the public safe and healthy so we can stop the spread and prepare to reopen the province, when we are ready.

Below is a set of resources, tips and best practices to help employers and employees prevent the spread of COVID-19 and work together to reopen the province.

Employers and workers in Ontario have certain duties and rights under the Occupational Health and Safety Act (OHSA) and its regulations. Employers should also review and follow any applicable directives and guidance coming from the Chief Medical Officer of Health and Ministry of Health.

Learn more about:

- [workers' rights](#)
- [employers' responsibilities](#)

Best practices

Recognize hazards and assess risks: The first step to controlling risks in a workplace is to identify the risks. This applies to all workplace hazards, not just COVID-19. Identifying and controlling workplace hazards is required of all employers in Ontario under the [Occupational Health and Safety Act](#) and its regulations.

Some important COVID-19 risk information includes how it is spread and what can increase the risk of a worker becoming infected. COVID-19 can be spread at the workplace in two main ways:

1. person to person – by people who are in close contact
2. by surfaces or objects – when people touch their face with contaminated hands

The level of risk in an activity will be related to the number of opportunities for transmission of the virus. This includes how close people come to each other, how many different interactions there are between people, how often people touch surfaces or objects and how long people stay in a space.

It is possible for COVID-19 to be spread by people who do not have any symptoms. This makes effective control measures very important. We must act as if everyone is infected when setting up controls.

The risk of severe health outcomes is not the same for all workers. The risk increases with age and is higher for people with [certain medical conditions](#).

The health and well-being of workers and visitors is paramount. To protect workers and visitors and provide a safe and healthy workplace, there is an increased responsibility on workplace parties to be vigilant, and that includes monitoring for symptoms of COVID-19 or risk factors people are bringing with them to contribute to the possible spread of the virus on a project.

In accordance with Public Health Ontario recommendations, workers and visitors who are exhibiting symptoms of COVID-19 are required to be in:

- [Self-Isolation](#)
- [Self-monitoring](#)

Controls:

Infection prevention and control measures prevent the spread of the virus by breaking the chain of transmission. For example, [public health guidance](#) includes staying at least 2 metres away from others which avoids close contact; washing hands removes the virus and prevents people from touching their faces with contaminated hands.

For COVID-19 in the workplace, it is recommended that employers and business owners conduct a risk assessment to determine the most appropriate controls and actions for a particular workplace/situation. Reference the [IHSA's guide](#) on the risk assessment process to help facilitate this and review [Sample 1](#), [Sample 2](#) for examples.

Always start by considering the most effective controls first. It is best to begin by trying to eliminate the hazard – to remove it from the workplace altogether. Where that is not possible, use multiple engineering and administrative controls first to prevent the spread. Protective equipment (including personal protective equipment (PPE) and community protective equipment) should be relied on only where engineering and administrative controls do not sufficiently reduce the risk to workers.

In addition to the above recommendations, employers should determine whether personal protective equipment (PPE)* needs to be part of their hazard control plan. The need for PPE should be based on a risk assessment taking into account environmental conditions and also take into consideration input from the local public health unit. Although proper use of PPE can help prevent some exposures, it should not take the place of other control measures.

- Workers must use personal protective equipment as required by their employer.
- Workers should be trained on the proper use, care and limitations of any required PPE.

*NOTE: Please be reminded that most face coverings (non-medical masks) have not been tested to a known standard and do not constitute PPE. In some circumstances, face coverings may be used as an effective means of source control, but should not be viewed as an appropriate substitute for physical distancing in the workplace.

1. Before entering the site, any workers or visitors accessing the site should complete a health questionnaire. The purpose of the questionnaire is to verify that workers are free (to the best of their knowledge) of COVID-19 symptoms, as well as other related restrictions in accordance with Public Health Ontario recommendations.

Create an area to conduct the screening process. Include the following items:

- Prepared script with questions to ask
- Proper signage informing workers of the process
- Make alcohol-based hand sanitizers available at the screening table

Health Questionnaire: (Yes or No)

- a) Have you travelled outside of Canada in the last 14 days?
- b) Are you experiencing any symptoms of COVID-19 (e.g., shortness of breath, cough, sore throat, or fever)?
- c) Have you been in close contact with a person showing symptoms or tested positive for COVID-19?
- d) Have you been in close contact with a person with acute respiratory illness who has been outside of Canada in the last 14 days?

If a worker answers “YES” to any of the screening questions or refuses to answer, then they have failed the screening and cannot enter the site. It should be explained to the worker on the next steps, which include either contacting the local public health or telephoning Telehealth Ontario for further instructions at (866) 797-0000.

2. Workers who do not present a risk of COVID-19 transmission to others on-site will be allowed to enter the site after they have sanitized their hands.
3. Each day supervisors should prepare an electronic attendance list of workers by name and phone contact. In the event that there is a COVID-19 infection later, this information will be especially helpful in identifying potential exposures. Attendance lists are to be stored in accordance with privacy considerations.
4. Supervisors should monitor at the **start of shift** that their workers are healthy, fit for work, and, to the best of their knowledge free of any symptoms or restrictions associated with COVID-19, using the Public Health Ontario [self-assessment](#).
5. Supervisors should provide an update on their workers’ health to the constructor at the start of

For more information, visit: ihsa.ca/COVID-19

shifts. Any significant changes in attendance or health concerns should be immediately reported.

6. Supervisors should verify at **end of shift** that their workers are healthy, fit for work, and, to the best of their knowledge free of any symptoms or restrictions associated with COVID-19 in accordance with the Health Questionnaire and recommendations of Public Health Ontario. The supervisor, through asking questions or observation, can do this.
7. Supervisors should provide an update on their workers' health to the constructor at end of shift. Any significant changes in attendance or health concerns should be immediately reported.

Evaluate:

Changes to work procedures or practices related to COVID-19 may affect the way you have routinely managed other risks in the workplace. Thus, it is recommended that you consider the various preventative measures on an ongoing basis, and review and adjust accordingly if they are not working as intended or have created new risks or challenges.

Continuously monitor the necessary tools, supplies, and equipment needed to meet your control measures. Ensure sufficient supplies are readily available, adequate, and accessible (i.e. hand sanitizer).

Resources

Stay updated with daily government updates:

- **Government of Ontario**
- **Government of Canada**
- **Public Health Ontario**

Ontario government and agency-issued resources about COVID-19

Develop your COVID-19 workplace safety plan: Learn how you can create a plan to help protect your workers and others from novel coronavirus 2019 (COVID-19).

[Workplace Safety Plan](#)

The [Ontario Ministry of Health](#) is providing consistent updates on the provincial government's response to the outbreak, including:

- status of cases in Ontario
- current affected areas
- symptoms and treatments
- how to protect yourself and self-isolate
- updated Ontario news on the virus

For more information, visit: ihsa.ca/COVID-19

[Public Health Ontario](#) is providing up-to-date resources on COVID-19, including:

- links to evolving public health guidelines, position statements and situational updates
- synopsis of key articles updating on the latest findings related to the virus
- recommendations for use of personal protective equipment
- information on infection prevention and control
- testing information
- other public resources

Other COVID-19 resources

[Health Canada](#) outlines the actions being taken by the Government of Canada to limit spread of the virus, as well as what is happening in provinces and communities across the country. It also maintains a live update of the number of cases by province.

The [World Health Organization](#) is updating the latest guidance and information related to the global outbreak and spread beyond Canadian borders.

It also provides the most up-to-date information on:

- current research and development around the virus
- a COVID-19 situation “dashboard”
- emergency preparedness measures
- live media updates on the spread of the virus

This resource does not replace the *Occupational Health and Safety Act* (OHSA) and its regulations, and should not be used as or considered legal advice. Health and safety inspectors apply the law based on the facts in the workplace.