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| Memorial's Logo | **Health and Safety Plan**  **COVID-19** |

**PLEASE PRINT**

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| Department: | Hours required on campus per day: |
| Supervisor  List of workers: | Room #’s approved: |

The following is an overview of common activities and additional potential hazards, applicable engineering, administrative and personal protective equipment (PPE)

[controls](https://www.mun.ca/health_safety/OHSMS/Hazard_Identification_v1.pdf) required during the COVID-19 pandemic. These controls should be followed in addition to NL Occupational Health and Safety requirements. Below are some examples of common activities please review and add and delete activities so that it is relevant to your job function(s).

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| **Hazard Assessment** | | | |
| **Activity** | **Potential Hazard** | **PPE/Admin Controls** | **Engineering Controls** |
| Entering and exiting buildings/offices | Biological virus COVID-19 exposure to contaminated surfaces | Card access, process for cleaning door handles including frequency, wipes, hand sanitizer etc. |  |
| Routine office work | Biological virus COVID-19 exposure to contaminated surfaces | Regular cleaning process, COVID-19 awareness training, guidelines on hand washing and availability of handwashing facilities and hand sanitizers, physical distancing in place, limited numbers of people in space, virtual and telephone interactions where possible, working alone. |  |
| Removing office equipment and collecting files | Biological virus COVID-19 exposure to contaminated surfaces | Process for cleaning door handles including frequency, wipes, hand sanitizer etc. |  |
| Conducting routine office work where shared equipment is used | Biological virus COVID-19 exposure to contaminated surfaces | Regular cleaning process, individual cleaning procedure between use; COVID-19 Awareness training, Guidelines on hand washing and availability of handwashing facilities and hand sanitizers, physical distancing in place, limited numbers of people in space, virtual and telephone interactions where possible, working alone. |  |
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**Note:** Building access is restricted to only those who are required to perform onsite critical functions or have been granted an access exemption by the applicable Vice-President.

**Supervisor:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**