

NOTE: Effective June 1, 2023 this hazard assessment will no longer be active. As a result, all areas will need to review the information included and add to the existing hazard assessments as it relates to Respiratory Illness.

Hazard Assessment - Transmission and Contraction of Respiratory Illness		
Date Created: March 31, 2020	Created by: OHS Services	Date of Last Revision: June 28, 2022

Respiratory Illness EXISTING CONTROLS (APPLICABLE TO ALL)		
<ul style="list-style-type: none"> Do not come to any worksite if you are feeling ill. Contact your supervisor on how to proceed. Utilize your own writing utensils and avoid sharing personal items- pens, phones etc. If you begin to feel unwell during your workday and begin to experience Flu like symptoms, contact your immediate supervisor, maintain physical distancing and be prepared to leave work Regularly clean and disinfect frequently touched and shared surfaces such as doorknobs, counters, telephones and computer keyboards prior to and after use 	<ul style="list-style-type: none"> Wash your hands often with soap and water. If hand washing facilities are not available, clean your hands using an alcohol based sanitizer Cover your mouth and nose with a tissue when you cough/sneeze or cough/sneeze into your arm/elbow Discard tissues into the regular garbage Avoid coughing/sneezing into your hand (be sure to wash your hands immediately if you do) Avoid touching your eyes, nose or mouth after shaking hands or touching hard surfaces like door handles. After touching these surfaces disinfect your hands with hand sanitizer or wash with soap and water. COVID-19 Rapid testing kits for all employees to test if they develop symptoms 	<ul style="list-style-type: none"> Review COE COVID-19 Vaccination Policy and Procedure Monitor relevant information sources and updating control measures when and if necessary Offer employee assistance program, support services and resources to workers Review infection control policies, procedures and practices by CoE nurses and doctor for effectiveness Evaluate whether undertaking work activities puts workers or members of the public at risk of exposure to respiratory illnesses and adjust as needed

Task	Hazard	S	P	E	Rate 1	Additional Controls (used in addition to existing controls)	S	P	E	Rate 2	Comments
Self Assessment (to be completed prior to arriving at work)	Transmitting respiratory illness to others	2	2	3	Ser	<ul style="list-style-type: none"> Stay home if you have respiratory illness symptoms and advise your direct supervisor. Use a Rapid Antigen or PCR test if one is available. Ensure ongoing communication with your direct supervisor of any testing completed and the status of symptoms. 	2	1	1	Low	
Working in a worksetting such as an office setting, operations shop, garage, warehouse, outside or similar setting with <u>NO</u> members of the public present	Potential exposure to virus by: <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing touching objects or surfaces a virus has landed on and then touching your eyes, nose or mouth. 	2	1	2	Mod	<ul style="list-style-type: none"> Face Coverings / Masks are optional - respect those who choose to wear or not wear Hybrid work arrangements reduce occupancy in offices with employees working from home or at remote locations Use of Appspace to book workspaces at designated city facilities Respect others' preference to maintain distance between themselves and others where possible (e.g in meeting rooms or common areas) Regularly clean and disinfect frequently touched and shared surfaces such as doorknobs, key boxes, desks, keyboards and counters Use a touchless sign-in process with QR codes (where available) Follow COE COVID-19 Vaccination Policy and Procedure 	2	1	1	Low	

Eating, drinking or smoking	Potential contact with contaminated surfaces, items, objects	2	2	2	Mod	<ul style="list-style-type: none"> • Prior to Eating, Drinking, Smoking/Vaping <ul style="list-style-type: none"> ◦ Wash your hands with soap and water for at least 20 seconds ◦ When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol • Minimize hand contact with high traffic touch surfaces-ie. Use your elbow or forearm to push door opener buttons or to push door entry bars • Utilize hard surface cleaning/disinfecting procedures to ensure the kitchen appliances and eating spaces are safe for use before and following use • Soiled dishes are not to be left on counters or sinks. All items are to be cleaned and stowed away after use. • NO sharing of the same food item (ie. taking the bite out of the same item of food) or smoking items (ie. cigarettes, vaping products) • Items left in the fridge are to be labeled and safely packaged • If utilizing COE break spaces outside of your main work areas ensure sign in and orientation processes are adhered to • For five days after returning to work following a five day isolation period an individual must wear a mask around others at all times. Therefore, NO eating or drinking when others are present, including when in a vehicle. 	2	1	1	Low	
Working, driving, operating and conducting pre-trip inspections on equipment such as vehicles, loaders, trucks, lifts, buses, and trains with <u>NO</u> public present	Potential exposure to virus by: <ul style="list-style-type: none"> • breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing • touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. 	2	2	2	Mod	<ul style="list-style-type: none"> • Face Coverings / Masks are optional - respect those who choose to wear or not wear • Utilize open and available CoE buildings near your work locations for handwashing facilities • If hand washing facilities are not available, clean your hands using an alcohol-based sanitizer • Wipe high touch surfaces such as door handle, steering wheels, dash, buttons, knobs, handset, radio, armrests and allow to air dry 	2	1	1	Low	
Working in locations and environments with members of the public present. Including entering private dwellings.	Potential exposure to virus by: <ul style="list-style-type: none"> • breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing • touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. 	2	2	3	Ser	<ul style="list-style-type: none"> • Restrict public access to areas where work needs to be completed by closing off areas, erecting visible and marked boundaries such as pylons, caution tape or barriers • Reschedule work for times when members of the public will not be present • Avoid confrontations with members of the public; direct public to communicate their concerns to 311 by phone or email • Face Coverings / Masks are optional - respect those who choose to wear or not wear • Do not enter private dwellings if occupants show signs of respiratory illness. Reschedule the work as necessary. 	2	1	1	Low	

Working on sites with other employees and or Contractors (including Prime Contractor Sites)	Potential exposure to virus by: <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing and singing touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. 	2	2	2	Mod	<ul style="list-style-type: none"> Face Coverings / Masks are optional - respect those who choose to wear or not wear Ensure that contractors procedures/policies for respiratory illness have been communicated and that the site controls are reflected in the site hazard assessment Have onsite safety meetings outside or in large, well-ventilated areas if possible Using a touchless sign-in process with QR codes 	2	1	1	Low	
Working with animals such as veterinarians, zoo keepers, animal attendants and Teamsters.	Potential exposure to virus by: <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing, and singing touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. 	2	2	3	Ser	<p>All City employees, contractors, service providers or external partners are required to wear masks in the following areas:</p> <ul style="list-style-type: none"> Carnivore Areas (Tiger, Wolf, Red Panda, Otter, Fox, Serval) Primate Areas (Center Hall, Makira) Commissary (Saito Commissary) Mandatory masks must be worn by staff during all animal encounters There is no touching of any animals at any time For enrichments, please confirm species specific protocols with the appropriate keeper/shift. Animals susceptible to COVID-19 will need to have enrichment quarantine for 72 hours prior to delivery. Mandatory use of a Non-Medical Mask or Face Covering is required by all zookeepers and veterinarians. A KN95 (which may only be worn to protect against COVID-19) or non-medical mask is strongly recommended. Where possible, find other options to provide food and animal husbandry activities Refrain and or limit physical contact with animals. <ul style="list-style-type: none"> Animal licking and access to employee faces are prohibited. Diligent hand hygiene practices where available. This will include, but not limited to, before and after each animal interactions, activity changes, etc. If hand washing facilities are not readily available, clean your hands using an alcohol-based sanitizer where it will not impact animal health Pre-use disinfection of the hard surface areas within the operator's space can be completed with appropriate disinfectant Disinfect high touch surfaces such as door handles, steering wheels, dash, buttons, knobs, handset, radio, arm rests and allow to air dry Post-use disinfection of the hard surface areas within the operator's space can be completed with disinfection wipes at end of shift When responding to animal related emergencies (e.g. broken leg) where influenza-like illnesses can't be ruled out in the operators, and physical distancing is impossible, respiratory protection (at minimum N95), gloves, safety glasses or face shield are required Follow any pre-existing procedures that do not contradict this hazard assessment 	2	1	1	Low	

Section 2 - Only Applicable to ETS, LRT and DATS Employees

Task	Hazard	S	P	E	Rate 1	Additional Controls (can be used in addition to existing controls)	S	P	E	Rate 2	Comments
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<p>Working, driving, operating with public present (Bus and LRV)</p> <p>Accepting/ issuing fares and transfers from clients</p>	<p>Potential exposure to virus by:</p> <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing and singing touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. <p>Potential physical contact with passengers hands</p> <p>Physical contact with potentially contaminated money, tickets and transfers</p>	2	2	3	Ser	<ul style="list-style-type: none"> Cleaning and disinfecting of buses, LRT, DATS vehicles, transit centres and LRT stations Driver shields in conventional buses. Issued sanitizing wipes to wipe high touch surfaces mid shift. Wipe steering wheel, dash and seat belt before and after use Hold bus transfer by end of transfer and pass other end of transfer around front of shield to passenger. Sanitize hands regularly If money, transfers or tickets clog transfer box push down with hands then sanitize hands Avoid touching your face throughout shift 	2	1	1	Low	
<p>Working in environments or situations where direct close contact and/or handling clients is required (i.e. DATS operators)</p> <p>Accepting/Issuing fares and transfers from clients</p>	<p>Potential exposure to virus by:</p> <ul style="list-style-type: none"> breathing in air that contains infected droplets from people coughing, sneezing, talking, laughing and singing touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. <p>Transmitting COVID-19 to members of the public</p> <p>Physical contact with potentially contaminated money, tickets and transfers</p> <p>Contact with potentially contaminated money, tickets and fares by DATS operation technicians</p>	2	2	3	Ser	<ul style="list-style-type: none"> Cleaning and disinfecting of Transit vehicles (buses, LRT & DATS) Requests for DATS clients to pre-screen themselves prior to booking DATS rider companion to assist client when possible Supervisor escalation if a client is showing signs of illness/symptomatic Issued sanitizing wipes to wipe high touch surfaces Wipe steering wheel, dash and seat belt before and after use Follow fare acceptance policies, have client place payment into fare bag Contact dispatch if there is a concern with a potential contaminated fare or refusal to pay fare Operation technicians to wear gloves when handling fare bags Gloves and masks required when auditing fare bag counts, follow proper donning/doffing procedures Avoid touching your face throughout task 	2	1	1	Low	

Risk Rating			
Assigned Value	1	2	3
Severity	First Aid	Lost Time Injury	Fatal
Probability	Unlikely	Probable	Likely
Exposure	Rarely (less than once a month)	Often (three times a week)	Every Day
Rating Score	Serious 7, 8, 9 Moderate 5, 6 Low 3, 4		Note: Rate 1 is to be completed with no controls in place, and Rate 2 to be completed with controls in place

Version:	Changes Made:	Date:	Changes Made by:
Archived Revision History - City Operations and IIS COVID-19 Hazard Assessment (transferred monthly)			

V15	Removed supporting documentation area (links no longer apply) Updated masking requirements Updated control under eating, drinking or smoking hazard	March 19, 2021	Amy Schmidt
V16	Updates to reflect post stage 3 control measure changes	July 23, 2021	OHS Development & Maintenance Team
V17	Updates to reflect public health changes effective August 16, 2021	August 9, 2021	OHS Development & Maintenance Team
V18	Updates to reflect the reinstated masking requirements	August 31, 2021	OHS Development & Maintenance Team
V19	Updates to reflect the physical distancing requirements	September 9, 2021	OHS Development & Maintenance Team
V20	Added COE Vaccination Policy, Appspace	October 20, 2021	OHS Development & Maintenance Team
V21	Updated link to approved face mask reference guide Added link to Employee Guide Adjusted testing requirements and added post-isolation restriction with eating and drinking	January 13, 2022	OHS Development & Maintenance Team
V22	Removal of the rapid testing program Removal of masking requirements and physical distancing requirements Updates to hybrid work arrangements and meeting requirements Addition of Entering into Private Dwellings Change of name from "COVID-19" to "Respiratory Illness"	March 31, 2022	OHS Services
V23	Removal of pre-shift screening Removal of mandate to wear masks on transit and in city facilities. Updated based on June 15, 2022 change in provincial restrictions	June 28, 2022	Mark Beliveau OHS Development & Maintenance Team

Employee Sign-off Sheet

Hazard Assessment Review - Transmission and Contraction of Respiratory Illness			
Employee Name (Full Name)	Signature	Date	Questions or Concerns