



COVID-19 Hazard Risk Assessment

Written with the most vulnerable person at risk in mind for each activity.

To be updated as COVID protocols change.

Degree of Risk

High

Potential/imminent exposure to virus

- Physical distance cannot be kept at 6 ft.
- Potential contact with contaminated surfaces
- Requires interaction with community members/staff
- Requires exchange of documents/items with community members

Medium

Possible contact with the virus at some point.

- Low contact with contaminated surfaces
- Occasional interaction with community members or other staff members.
- PPE available

Low

Minimal exposure

- Contact with sanitized surfaces
- No interaction with community members
- Physical distance is maintained at all times
- PPE and Procedures available

Activities

Evaluate daily activities and assess risk of each.

- Individual - **Low**
- Staff working together or with volunteers - **Medium**

In other organization's space (such as a rented boardroom)

- Individual - **Low to Medium**
- Staff working together or with volunteers - **Medium**

In public areas

- Indoors
 - Individual - **Low to Medium**
 - Staff working together or with volunteers - **Medium to High**
- Outdoors
 - Individual - **Low**
 - Staff working together or with volunteers - **Low to Medium**

Staff travelling together in a vehicle - **Medium**

Volunteers

- All volunteers must hand sanitize and wear mask as they enter an indoor space for volunteering
- Communicate COVID protocols with volunteers at the beginning of each volunteer activity
- Give volunteers 3 days' notice to read through COVID-19 protocols and to confirm bringing required equipment
 - Follow up and provide any additional equipment as needed
- Each staff member who handles volunteers and volunteer activities will keep their own COVID outreach box and it is their responsibility to keep it stocked with hand sanitizer, masks and log book

In person volunteer activities

- In office equipment requirements:
 - Hand sanitizer
 - Masks
 - Disinfect all surface pre and post activity (record in log sheet)
 - 6ft social distancing brief and protocols including wearing mask at all times indoors
- Volunteers bring:
 - Masks if have
- Outdoor space equipment requirements:
 - Hand sanitizer
 - Masks
 - 6ft social distancing brief with protocols
- Volunteers bring:
 - Masks if have
- Deep canvassing requirements:
 - Hand sanitizer
 - Masks
 - Sanitized materials (clipboard, pens, etc) (record in log sheet)
 - Protocol includes knocking on doors (must hand sand before), then stepping back and keeping 6ft distance. Volunteers fill out all information, do not share pens with people at the door or with other volunteers.
- Volunteers bring:
 - Masks if have
- Farms to Friends requirements:
 - Hand sanitizer
 - Masks
 - 6ft social distancing brief and protocols including wearing mask at all times indoors and in vehicles with other volunteers
- Volunteers bring:
 - Masks if have

Message to volunteers:

Here is some COVID information. Please read before gathering and let me know if you have any questions. I want everyone to feel safe.

- Do not come if you feel sick.
- Please do not feel pressure to attend if you are worried about safety
- Everyone will need to stay 6 feet apart
- Since we are meeting in outdoor spaces masks are optional. If you would like to wear a mask but don't have access to one, then let me know and I can help you find one
- If you are carpooling it is mandatory that everyone wears masks in the car and sanitize hands.
- Please no passing around of food or objects unless they have been sanitized.
- Be aware that everyone has different levels of comfort around COVID. I know some people have gone back to life as normal and others are still social distancing. Please be respectful of that.
- While meeting let's be role models in the community and follow all the recommendations above.

We will review these protocols before every meeting.

Addressing Risk

Indoors

1. Implement cleaning routine before and after using a computer, workstation or other equipment.
2. Minimize printer use (including minimizing the number of people who have contact with the supplies).
3. Have extra hand sanitizer available in office space or shared work space
4. Do not distribute materials such as brochures, reports, petitions, etc.
5. Review sitting arrangement to comply with physical distancing rules
6. Implement protocol to receive volunteers, members, vendors, etc.
 - a. Have PPE available if someone needs to access the office or shared work space.
7. Install signage indicating policies and guidelines
8. Record cleaning activities, who, when, what and distribution of PPE.
9. Record who attended activities in case of need to follow up

Outdoors

1. Have hand sanitizer available
2. Do not distribute materials such as brochures, reports, petitions, etc.
3. Install markers for physical distancing practices when possible
4. Review sitting arrangement to comply with physical distancing rules
5. Implement protocol to receive volunteers, members, vendors, etc.
 - a. Have PPE available if someone needs or wants it
6. Install signage indicating policies and guidelines when possible and/or review verbally
7. Record who attended activities in case of need to follow up

Equipment Requirements

Staff are required to get supplies for their own programs and figure out where to store them. Staff are welcome to coordinate with other staff on this.

Hand sanitizer

Disinfectant and cleaning supplies

Disposable masks and gloves if needed

Log sheet to record cleaning activities and distribution of PPE

Clipboard and log sheet to record attendees

Other Risk Factors

If we don't have office space, we'll be using someone else's or renting a board room. Cleanliness and availability of controls will be partly out of our hands, and we should be prepared with our own hand sanitizer and wipes.

Radical Hospitality

We will be radical in following BC Interior Health guidelines to be and create leaders in our community. With staff, volunteers, and supporters, radical hospitality in COVID-19 includes:

- Socially distant and warm welcoming to all volunteers/supporters from all volunteers and staff during in person events
- Warm welcoming to all volunteers/supporters from all volunteers and staff in online events
- Make no assumptions: Create intentional space to be explicit to all about COVID-19 protocols
- No in person refreshments provided during COVID-19. Be explicit about financially reimbursing volunteers for refreshments they may bring to an in person volunteer opportunity.