

WORK ACTIVITY	RELATED ACTIVITY	HAZARDS	SEV.	PROB.	TOTAL	HAZARD RANKING	CONTROLS
Scheduling Work	Limiting the number of employees returning to the office	Employees not meeting provincial regulatory requirements for distancing	3	3	9	A	<ul style="list-style-type: none"> ▪ Maximize the personnel already set up for working from home operations and limit the number of employees returning to the building to essential work only. ▪ If deemed necessary limit the hours of work to limit to exposure risk or employees. ▪ Informed of their right(s) wherein if they do not feel comfortable/safe returning to work they shall discuss such concerns with their Manager.
	Demographics of your workforce.	Some employees are from demographic groups at greater risk of severe disease (i.e. older adults, persons with underlying medical conditions, etc.)	3	2	6	A	<ul style="list-style-type: none"> ▪ Older adults, people with immune compromising conditions and chronic diseases appear to be at greater risk of severe disease, so additional consideration should be given to protecting them from possible exposure to COVID-19 cases. ▪ Communication about risk to employees should be emphasized. ▪ Encourage the use of individual measures such as frequent hand hygiene, physical distancing, respiratory etiquette and staying home when ill. ▪ If physical distancing cannot be consistently maintained, employers should consider having employees wear a non-medical mask or face covering. ▪ Provide options to the medically at risk to reduce social contacts at work, such as teleworking arrangements, if possible.
	Local demographics and epidemiology	Is the local community experiencing an increased rate of COVID-19 infection? - The risk of exposure to staff/clients may be higher in the workplace if there is ongoing local community transmission.	3	2	6	A	<ul style="list-style-type: none"> ▪ Consider involving the local MHA in decision-making about business operations or workplace closures. ▪ Management to thoroughly investigate all options and decision in re-opening business procedures during the pandemic. All considerations taken into account and multilevel planning to address any arising concerns.

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	Staggering Start times	Employees gathering and not meeting provincial regulatory requirements for distancing	3	3	9	A	<ul style="list-style-type: none"> ▪ [Company name] shall have 10-15-minute intervals established for employee entry into the building to alleviate any potential congestion. ▪ A designated staff person should be established to direct personnel through the building at peak times or answer any questions personnel may have regarding new requirements and/or protocols for COVID
	Staggering break times (in areas where required)	Employees gathering and not meeting provincial regulatory requirements for distancing	3	3	9	A	<ul style="list-style-type: none"> ▪ It will no longer be acceptable for workers to gather in the common areas of the workplace, in front of the coffee machines, watercoolers etc. employees will have to get what they need and proceed back to their own workstation.
Lunchroom Facilities (Upstairs location)	Lunchroom Use	Employees gathering in the lunchroom area and not meeting provincial regulatory requirements for distancing	2	2	4	B	<ul style="list-style-type: none"> ▪ Employees encouraged to always maintain 6 ft apart. ▪ Breaks will be staggered to allow appropriate distancing in lunchrooms where the maximum occupancy levels cannot be adhered to. ▪ Chairs have been removed to deter additional employees from eating in the lunchroom when not designated. ▪ The lunchroom has been separated and marked out in 6 ft sections to ensure workers maintain required distance. Ten employees maximum will be permitted to occupy the lunchroom at once. ▪ Lunchroom no longer to be used as a social gathering spot.
		Transmission exposure	3	3	9	A	<ul style="list-style-type: none"> ▪ Lunchroom door to be propped open where possible. ▪ Hand washing posters located throughout the lunch area to promote proper hand washing procedures before/after eating, and sanitizer stations have been placed at the entrance/exit to the lunchroom. ▪ It is recommended to refrain from using the candy dispensers during this time. A garbage bag or out-of-order sign shall be placed on the front of the two machines. ▪ Fabric lunch bags should not be stored in the fridges. Wipe down Tupperware containers prior to placing in the fridge.

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		Lunchroom not properly sanitized	2	2	4	B	<ul style="list-style-type: none"> ▪ Employees to wipe their lunch area down once they are done eating. ▪ Cleaning personnel to clean multiple times daily to disinfect the lunchroom (including island, fridges, doorknobs, chairs, kitchen, eating areas, vending machine, etc.).
Production Area	Processing	Not maintaining 6 ft apart	2	2	4	B	<ul style="list-style-type: none"> ▪ When travelling to the production floor from the lunchroom, employees are to wear an approved non-surgical mask as the hallways and stairwell cannot allow 6 ft apart between employees. ▪ When using the stairwell, be mindful of personnel entering from the opposite end. If you should meet someone coming down the expected process to follow would be to wait on the landing until the other person passes as to avoid contact with the other person. ▪ The following two lines have limited number of operators working and should easily be able to maintain adequate physical distancing <ul style="list-style-type: none"> ○ Elopak Line: Only two operators working on this line at once. ○ ELF Line: 3-4 operators working on this line at once. ▪ However, in the event that physical distancing cannot be maintained, an approved nonsurgical mask is to be worn. ▪ Consideration should be given to placing marking on the floor spaced out 6ft apart indicating where production workers should be safely standing. ▪ The Production facility is a high-volume area therefore continuous/ongoing monitoring of this area should be considered.

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		Transmission exposure	2	2	4	B	<ul style="list-style-type: none"> ▪ Doors to be kept open where possible to limit the touching of doors/handles. ▪ PPE will be required upon entry, an approved non-surgical mask, hairnet, beard net and ear plugs. It is recommended to add the masks to this PPE supplies area so employees can gather everything they need at the one access point. A designated person to hand out PPE would be best practice at this time to avoid multiple people handling the items. ▪ Hands must be washed at the designated hand washing station prior to entering the production floor. ▪ Sanitizer is also available for use near the hand washing facility. ▪ The sharing of PPE is prohibited. ▪ Water cooler inside the entrance door can be utilized with disposable cups only which must be discarded after use. PPE is not to be stored (gloves or otherwise) on or around the water cooler but rather in the locker when not in use. ▪ Job Rotation is still encouraged at this time due to the fact that the risk of COVID would currently be less than the risk of workplace injury without ergonomics/rotation. We can control COVID with the use of PPE and utilize Sanitation procedures in between job rotation tasks. Gloves can be worn, but hand washing procedures shall be enforced in these situations
		Lack of Sanitation	3	2	6	A	<ul style="list-style-type: none"> ▪ There must be increased sanitation practices to all applicable areas of the production floor. ▪ Production personnel are responsible for cleaning their own lines and are responsible to ensure all working surfaces are cleaned and sanitized.
Warehouse	Conducting various work activities in the warehouse	Inability to maintain 6 ft apart.	1	2	2	C	<ul style="list-style-type: none"> ▪ Large area to allow for proper social distancing. ▪ If any circumstances arise not allowing employees to main 6ft apart they are to wear an approved non-medical mask.
	Shared workstation (shipping and receiving)	Transmission Exposure	2	2	4	B	<ul style="list-style-type: none"> ▪ Employees are to refrain from sharing workstations where possible. ▪ In the event a workstation is to be shared, employees will disinfect prior to completing work at that station.

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	Lunchroom - Warehouse Employees	Physical distancing not being adhered to	2	2	4	B	<ul style="list-style-type: none"> it is recommended that one person use this lunchroom at a time as it would be near impossible for 2 persons to try and obtain lunch and or water from the cooler at the same time without breaching the 6 ft required distance.
	Washroom -Warehouse Employees	Inability to maintain 6 ft apart.	2	2	4	B	<ul style="list-style-type: none"> Single use washrooms which allows for appropriate distancing. Be mindful when entering/exiting the washroom. The shower in this area is to be closed during this time.
	Delivery Trucks		2	2	4	B	<ul style="list-style-type: none"> Drivers whether delivering or picking up do not enter the building they place the paperwork in the trailer after opening the doors before backing in, if it is a rollup door they would hand us the paperwork from the cab or place it in the back before backing in. Paperwork is retrieved from inside the trailer when freight is being unloaded. If a load is being picked up the paperwork is placed in the back, driver pulls away from the dock, retrieves paperwork and closes his doors. Otherwise all paperwork is scanned and emailed for QA and accounting purposes. The washrooms are not to be used by delivery drivers. Any communication that may have to happen would be from ground to cab (with driver remaining in the cab). Sanitation processes should occur after any retrieval of paperwork.
	Shared Warehouse Equipment (Forklifts & Scissor Lifts)	Transmission Exposure	2	3	6	A	<ul style="list-style-type: none"> Four-five forklift operators per day. Once assigned to a forklift, try to limit transferring or sharing that piece of equipment until end of shift. Sanitation protocols required pre and post use for any shared equipment

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Smoking Area	Socializing	Multiple personnel smoking not maintain required distancing	2	2	4	B	<ul style="list-style-type: none"> ▪ Smoke outside or inside personal vehicle. ▪ Always stay 6 ft apart. ▪ No sharing of smoking products (cigarettes, lighters, etc.) ▪ Smokers to use butt receptacle as provided. ▪ Post signage in this area as reminders to follow social distancing protocols and hand washing procedures.
Main Office	Offices	Employees not meeting provincial regulatory requirements for distancing	2	3	6	A	<ul style="list-style-type: none"> ▪ In house meetings should be limited and should be held virtually whenever possible ▪ Employees are required to maintain 6 ft distance at all times, and not enter another employee's office. ▪ Consideration should be given to increasing the height of partitions/Plexiglass for cubicles/workstations. ▪ As a contingency plan for [Company name], it is recommended to split office teams in the event of a positive COVID test or an outbreak (Finance, Sales/Marketing, Customer Service, etc.) ▪ For example pick days for Team A & Team B to come to work and don't overlap or cross over and therefore you lessen the likelihood of leaving the company exposed without core/essential personnel if one team is rendered inoperable. ▪ Meeting Room upon entry to Main Office – this area has already been segregated with corresponding markings to comply with COVID-19 regulations surrounding distancing. Ensure all chairs stay at 6ft distance (pay close attention to the chair in the corner in relation to the chair at the table close by) ▪ 6 open workstations: ▪ First workstation is for 3 people – to ensure proper distancing it is recommended to move the middle desk a little further away from the corner (last) desk. ▪ Middle Workstation – the 2 employees back to back are able to maintain social distancing and have separate workstations therefore there is minimal concern posed here. ▪ Outer perimeter individual offices – no unnecessary personnel in individual offices ▪ Upstairs individual offices – first office on the right; remove one of the two individual chairs and position the remaining chair so as to maintain 6ft distance in the event it needs to be used. As

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							always it is recommended to not have office meetings at this time rather have phone call meeting, virtual meetings etc.
		Lack of Sanitation/Not having enough cleaning supplies or sanitation materials in place.	2	3	6	A	<ul style="list-style-type: none"> ▪ Sanitization procedures in place on a continuous basis. A third-party cleaning service (Service Master) is hired full time for continuous sanitation for the office area. It is recommended that the entire office be cleaned twice daily at a minimum. Frequently touched surface will require additional cleaning ▪ Employees with offices are asked to clean their workstations periodically, sanitation supplies have been provided for this. ▪ Paper towels to be used when using commercial cleaners, no rags or cloth will be permitted to be used. ▪ Limit the touching of common surfaces, where possible. ▪ Sanitizer to be located throughout the whole building and not limited to just the production/food processing areas. ▪ Respiratory etiquette to be placed in the building (tissues and lined waste containers).
	Receptionist	Transmission Exposure	1	1	1	C	<ul style="list-style-type: none"> ▪ One employee here. ▪ Delivery Only at this location. ▪ No chairs/waiting area for outside personnel here. Barricade set up here to ensure no visitor enters the main office area.
	Board Room	Employees gathering and not meeting provincial regulatory requirements for distancing	3	2	6	A	<ul style="list-style-type: none"> ▪ Chairs are to be removed where 6 ft distancing cannot be maintained. It is recommended that only five chairs be permitted around the board room table. Additional if space permits you may keep an additional chair in the corner providing required distancing can be maintained.

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	EYG Consumables	Inability to maintain 6 ft apart.	2	2	4	B	<ul style="list-style-type: none"> ▪ 4 individual offices. Ensure distancing maintained if someone should visit the office; visits should be discouraged. ▪ Board room table at this location should house no more than 3 people. Remove additional chairs to deter additional employees from sitting when not designated. ▪
	Lab	Transmission Exposure	2	2	4	B	<ul style="list-style-type: none"> ▪ 2 offices in the lab with 2 staff plus one (or 2) laboratory techs. ▪ The workstation if shared here will need additional frequency of cleaning. ▪ Clean all other common surfaces here (counters, equipment, etc.) frequently.
Offices throughout the facility	Various offices	Encroaching on the physical distancing rule	1	2	2	C	<ul style="list-style-type: none"> ▪ Hot Chocolate Production Office - 1 team lead here usually always working alone so low risk for transmission ▪ QC Hot Chocolate Office – Only one person in this office. ▪ There are no additional chairs in here (and none shall be placed in here). <p>No meetings are to occur in this space. If someone comes to this office, they are to stay in the doorway while communicating with the QC technician.</p> <ul style="list-style-type: none"> ▪ 2 single offices outside of the HC production – designed for one-person occupancy. ▪ Team Lead Office Warehouse – only one person working in this office. ▪ Production Office – 2 team leads. There is adequate room to maintain distancing here and workstations are not shared
Common Areas	Common gathering areas (I.E Watercooler, coffee machine, photocopiers, etc.)	Employees social gathering and not meeting provincial regulatory requirements for distancing	2	3	6	A	<ul style="list-style-type: none"> ▪ Ensure essential items such as tissues, cleaners, wipes, sanitizers, and hand soaps are fully stocked at all times. ▪ Personnel are to store personal items (coats, jackets, lunch bags) in their office/cubicle and away from other coworkers' belongings. ▪ Staff should be encouraged to stay in their own office space/cubicle as much as possible. ▪ Items such as magazines, papers, and objects that cannot be cleaned shall be removed from common areas.

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							<ul style="list-style-type: none"> ▪ Do not gather at common areas like watercooler, coffee machines, or photocopiers. ▪ No social gathering to occur at these locations. If you see multiple people in this area, stand back and wait until one leave's prior to entering. ▪ Watercoolers shall have disposable cups only and filling up personal water bottles will be discouraged. ▪ Alternatively, you can choose to close down water cooler stations and provide employees with bottled water. ▪ Coffee machines can remain open if high frequency cleaning is implemented and if the 'pod" style coffee (no brewed coffee pot style". Alternatively, [Company name] should encourage employees to bring their own travel coffee with them.
Path of Travel	Office facility	Employees not following procedures as outlined	3	2	6	B	<ul style="list-style-type: none"> ▪ Management to regularly review tasks to ensure compliance. ▪ Non-Medical Masks are expected to be worn by all office personnel when not seated at their desk. ▪ Some hallways are not wide enough to ensure physical distancing therefore reiterating the importance of utilizing a face mask upon travels.
	Stairwells	Crossing paths with another individual	2	2	4	B	<ul style="list-style-type: none"> ▪ While travelling on up the stairs if you should meet someone coming down the expected process to follow would be to wait on the landing in the far corner as to avoid coming in contact with the other person. ▪ An approved non-medical mask shall be worn where 6 ft distancing cannot be maintained.
Communication	Emails, Memos, Safety Orientation, Safety Meetings, Posters, etc.	Lack of communication	2	2	4	B	<ul style="list-style-type: none"> ▪ Safety orientation sessions with the workforce prior to re-entry is encouraged. ▪ Communication is key when it comes to easing the minds of the employees you have at your facility. Open and continuous communication to the employees is an asset and updates provided as new information becomes available. ▪ Establish a COVID communication board ▪ Posters shall be placed in various prominent locations in the workplace.

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							<ul style="list-style-type: none"> ▪ At the start of each shift during the daily huddles, lead hands and/or supervisors will go through the updated symptoms with their teams to ensure these symptoms are kept top of mind. ▪ Employees should have access to information to support their physical and mental wellbeing during these unprecedented times. (resources can be found at gov.nl.ca, WHO, etc.)