

Risk Mitigation Tool for schools operating during the COVID-19 Pandemic



Objective: This tool will assist schools to assess risks during the coronavirus disease (COVID-19) pandemic.

Directions:

Answer each question 1-by-1 by selecting the Risk Level of **low**, **medium**, **high**, or **N/A** (*before any controls are in place*) from the drop down list in column 1. It is *recommended* to complete this as a group so there are views from more than one person on whether an item is **low-medium-high**.

Utilize your schools Operational Plan to outline the controls put in place to manage the risks identified. Select Yes-No-N/A from column 2 to identify controls have been included in your plan.

Use column 3 to then select **low**, **medium**, **high**, or **N/A** to identify that the risk has been controlled, and therefore creating a lower level of risk.

Risk Questions	Column 1: Risk Level <u>without</u> controls in place	Column 2: Controls added to Operational Plan? Yes/No	Column 3: Risk Level <u>with</u> controls in place	Comments
GENERAL				
What is the risk if unable to physically distance;				
when outside of the building (<i>exiting busses, recess</i>)	High	Yes	Medium	Masks when exiting busses and promotion of social distancing during outside breaks/lunch, but more difficult to manage social distancing when students are off property
when inside of the building (<i>classrooms, lunchrooms, lockers</i>)	High	Yes	Low	Masks in common areas and until seated in classrooms, sanitizing procedures
while in entrance/exit doorways	High	Yes	Low	Masks use, specific entry/exit doors to avoid meeting face on
when using narrow hallways	High	Yes	Low	Mask use require in all hallways- signage to remind to stay to right hand side
when using narrow stairways	High	Yes	Low	Mask use require in tai stairways- signage to remind to stay to right hand side
when using furniture	High	Yes	Low	Students required to disinfect work station before leaving
when inside washrooms	High	Yes	Medium	Washrooms locked during break to avoid students congregating. Teachers will monitor washroom use during class time.
What is the risk if the public/visitors are able to freely access the building?	High	Yes	Low	Visitors are restricted. By appointment only, sanitizing when arriving, sign-in log maintained.
What is the risk if unable to track persons who have been in the school?	High	Yes	Low	Student and staff attendance maintained through Aesop and PowerSchool. Visitor log to track others.
What is the risk if applicable persons do not learn the school specific physical distancing requirements? (<i>students, staff, visitors, contractors, etc.</i>)	High	Yes	Low	Reviewing with Staff on August 31, students on their first day of attendance, emailed to parents, signage for visitors and reviewed when they sign in.
What is the risk if frequently touched surfaces are not being cleaned adequately? (<i>counters, door knobs, phones, common area pen</i>)	High	Yes	Medium	Custodians will be doing increased cleaning throughout the day to reduce risk from commonly touched surfaces.
What is the risk if there are not enough washrooms in the building?	High	Yes	Medium	Washrooms locked during break to avoid students congregating. Teachers will monitor washroom use during class time.
What is the risk if common areas are not being cleaned adequately? (<i>washrooms, classrooms, science, art, library, cafeteria, etc.</i>)	High	Yes	Low	Classrooms/library/etc. will be cleaned after each use.
What is the risk if soap, water, and paper towels is not available?	High	Yes	Low	Custodians will be checking and replenishing soap and paper towel throughout the day.
What is the risk if hand sanitizer is not available?	High	Yes	Low	Hand sanitizer will be available in each classroom as well as common areas and offices.
What is the risk if adequate ventilation is not possible?	High	Yes	Low	Plant Superintendent maintains ventilation system and ensure filters are changed on a regular schedule.
SCREENING				
What is the risk if persons are not aware of the need to stay home if feeling ill or have symptoms of COVID-19?	High	Yes	Low	Parents will be informed to monitor students each day prior to coming to school - and what symptoms to look for. They will be advised to keep a student home if they exhibit symptoms. These same protocols will be reviewed with staff members. Screening questions are posted on all entrances to the school.
What is the risk if persons are not aware of what to do if not feeling well while at the school?	High	Yes	Low	Students and staff will be advised to make the office away if they become symptomatic during the school day.
What is the risk of not separating sick children from others? (<i>isolation room, space, or area</i>)	High	Yes	Medium	Room 123 has been identified as our isolation area.
VULNERABLE POPULATION				
What is the risk if persons with a compromised immune system, chronic medical condition, or are over the age of 65 enter the building, and Operational Plan elements are not in place? (<i>Refer to Policy 704 for students</i>)	High	Yes	Medium	Signage as well as sanitizing, hygiene, PPE protocols will be in place to lessen risk to vulnerable populations.
PERSONAL PREVENTATIVE PRACTICES				

What is the risk if people are unaware of proper handwashing/hand hygiene practices?	High	Yes	Low	Proper hygiene practices will be reviewed with students and staff and enforced by classroom teachers. Signage will reinforce these practices.
What is the risk if people are unaware of proper respiratory etiquette?	High	Yes	Low	Etiquette will be reviewed with all students and staff on their first day in the school.
What is the risk if people are unaware of when and how to wear community mask?	High	Yes	Low	Mask usage will be reviewed with staff and students and enforced by school personnel.
What is the risk if staff are unaware of where to find personal protective equipment?	High	Yes	Low	PPE (community masks, gloves, face shields) will be provided as needed through the school office. Students and staff will be required to bring their own community masks - but additional will be made available if required.
What is the risk if staff are not trained on the appropriate use and care of personal protective equipment and the sequence for putting it on and taking it off.	High	Yes	Low	Appropriate use and care will be reviewed with staff at the beginning of the school year.
COMMUNICATION				
What is the risk if people do not receive reminders regarding health measures? (e.g., frequent hand hygiene, avoid touching the face, respiratory etiquette, clean and disinfect frequently touched surfaces with approved products)	High	Yes	Low	All students, staff, and visitors will be reminded frequently of the importance of these health measures through announcements, emails, signage.
What is the risk if staff do not have access to Occupational Health & Safety Act & Regulation information. Ex: right to refuse.	High	Yes	Low	Right to Refuse will be reviewed with all staff as part of the start up process to the school year.
EMERGENCY PREPAREDNESS AND RESPONSE				
What is the risk if people are not prepared or aware of emergency procedures in the building (fire, lockdown, medical)	High	Yes	Low	These will be reviewed with all students and staff as part of our Return to School orientation.
What is the risk if people do not know how to react in an outbreak situation of Covid-19?	High	Yes	Low	School will follow all directives provided through Public Health
GRADES 9-12				
What is the risk if 1 metre physical distancing within classrooms is not being met?	High	Yes	Low	Teachers will design classrooms to maintain 1m distance. If distance cannot be maintained, alternate classroom arrangements will be made
OTHER (Insert any additional risks specific to your location that will need to be addressed)				
Staff Rooms	High	Yes	Low	Furniture has been moved to allow for 2m distancing. Signage indicates maximum occupancy.
Meeting Rooms	High	Yes	Low	Furniture has been moved to allow for 2m distancing. Signage indicates maximum occupancy.
Benches outside cafeteria	High	Yes	Low	Areas are marked to indicate where students can sit to maintain 2m distance.
Reference: Government of Canada Risk Mitigation Tool				