

COVID-19 Return-To-Operations Facility Checklist and Risk Assessment



Date: Revised June 19, 2020 Facility: Campus Building Facility Address: 711 Schafer Side Road Delhi Ontario

Maximum # of Students: 20 Max. Number of Staff: 5 (one in office)

Item	Yes	No	N/A	Risks	Notes / Comments / Actions
<p><u>FACILITY ACCESS</u></p> <p>Is access restricted to authorized staff, students including employees, contractors, vendors and visitors?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> a. Unauthorized access b. Contamination of the facility c. Exposure to external COVID-19 sources d. Cross-infection e. Spread of COVID-19 	Closed currently to general public. Everyone entering the campus building must complete screening and sign in.
<p><u>DESIGNATED ROUTES (EMPLOYEE TRAFFIC)</u></p> <p>Have designated routes been established and demarcated to control employee traffic, including entry and exit points?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> a. Cross-infection b. Spread of COVID-19 c. Inability to maintain social distancing 	Entrance and exits are clearly identified and no loitering in area signs are displayed.
<p><u>CROSS-INFECTION POINTS</u></p> <p>Have all cross-infection points been identified and appropriate controls established?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> a. Cross-infection b. Spread of COVID-19 	<p>All apparatus has contact points cleaned after each run / training</p> <p>Common areas are disinfected after each use</p> <p>SCBA and other equipment to be disinfected after each use.</p>

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SOUTHWEST FIRE ACADEMY

Item	Yes	No	N/A	Risks	Notes / Comments / Actions
<p><u>SPECIFIC AREAS IN THE BUILDING</u></p> <p>Have controls been established for all areas in the building, including but not limited to:</p> <ul style="list-style-type: none"> a. Washrooms b. Elevators c. Stairwells d. Offices and cubicles e. Cafeterias and kitchenettes f. Meeting rooms 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> a. Cross-infection b. Spread of COVID-19 c. Inability to maintain social distancing 	<p>All instructors are responsible for submitting their training plans which include what precautions they have taken during the training.</p> <p>We have eliminated all the full campus training and students are limited to groups / classes of 10.</p> <p>Workstations have been spread out to ensure physical distancing</p>
<p><u>SIGNAGE AND COMMUNICATIONS</u></p> <p>Have all required signs been posted? e.g.:</p> <ul style="list-style-type: none"> a. General COVID-19 Information b. Notices for employees, contractors, vendors and visitors c. Employee traffic routes d. PPE requirements e. Other communications (TVs, boards, etc.) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> a. Lack of knowledge or awareness 	<p>Signs are posted at each entrance and at our assessment checkpoints.</p> <p>Max room occupancies are also posted.</p> <p>SFA COVID Policy must be signed off by all students and employees.</p>
<p><u>CLEANING SCHEDULE</u></p> <p>Has a regular and frequent cleaning schedule been established for the building?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> a. Cross-infection b. Spread of COVID-19 	<p>SFA has established a routine cleaning schedule that ensures contact points are disinfected multiple times per day</p> <p>Students are cleaning touch points on equipment after each call</p>

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<p><u>SAFETY AND HYGIENE PRACTICES</u></p> <p>Are good safety and hygiene practices followed and maintained i.e.?</p> <p>a. Washrooms & hand washing facilities</p> <p>b. Hand sanitizers & hand sanitizing wipes</p> <p>c. Social distancing</p> <p>d. Use of face masks</p> <p>e. Employee screening centres</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>a. Cross-infection</p> <p>b. Spread of COVID-19</p>	<p>Reminders are posted, PPE and cleaning supplies are provided.</p> <p>All Staff have been supplied with full PPE to utilize if they choose to.</p>
<p><u>PPE AND OTHER SUPPLIES</u></p> <p>Have PPE items (e.g. facemasks) and other essential supplies (e.g. sanitizers) been verified, confirmed, and made available?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>a. Lack of PPE and other essential supplies</p>	<p>We have moved all PPE to our first aid room and have a sign out procedure in place.</p> <p>It is available for all persons on the campus</p>

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SOUTHWEST FIRE ACADEMY

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<u>OVERALL READINESS ASSESSMENT</u>					
<p>Is the building ready for returning students / employees?</p> <p>a. IT and other technology resources accessible <input checked="" type="checkbox"/></p> <p>b. All required tools and equipment are available <input type="checkbox"/></p> <p>c. Workstations have been set up to their previous conditions <input type="checkbox"/></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Lack of tools, equipment, or technology	<p>We continue to work with modified procedures to limit the risk of exposure to COVID</p> <p>Students can do additional studying and course work from home during COVID-19.</p>
<u>OTHER CONSIDERATIONS</u>					
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room Max Occupancy	<p>115 Training Room = 6</p> <p>Showers = 2</p> <p>Cafeteria = 10</p> <p>Large Training Room = 12</p> <p>Main Office = 4</p>
<u>EMPLOYEES RETURN TO WORK</u>					
<p>Are all of your employees able and willing to return to work?</p> <p>Are there options for employees to work from home?</p> <p>If not, where will employees be located to ensure physical distancing?</p> <p>When will employees return to work?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Employees with pre-existing health conditions, or those that have been exposed or infected with COVID-19	We have no known staff with pre-existing conditions that would preclude them from coming to work.

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Prep Time
Active Operational

Phase 1 physical distancing and gatherings under 25
Phase 2 physical distancing and gatherings under 100
Phase 3 no restrictions

**Please use as many of the above tables as needed for all of your department's facilities, programs, operations, etc. **

Assessors	Name	Date	Signature
SFA Manager:	Sara Dimo-Santoro	June 19, 2020	
President:	Gord Roesch	June 19, 2020	