**About this questionnaire**

As we prepare to get back to normal, we need to continue to assess the risks associated with working in a pandemic environment and determine when some of the controls we have in place can be improved. It is best to always err on the side of safety as our primary goals are to protect our workers, customers, and community.

For more information on Stage 3, please visit: <https://www.ontario.ca/laws/regulation/200364>

**Questionnaire instructions**

The first column of the questionnaire on the following page will ask you a question. Consider your workplace when answering either yes or no to the question and indicate your response in the second or third column. The fourth column provides an instruction on what you should consider doing, or an indication that a control measure is needed.

Follow the instruction column and provide your response in the fifth column, which is the suggestion/control column. Your responses in the suggestion/control column will provide you with the guidance you need to ensure that you are able to answer the question in the correct manner. Should you have further questions regarding this questionnaire, please contact Industrial Safety Trainers and we will assist you.

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| --- | --- | --- | --- |
| Business name |  | Date |  |
| Business address |  | | |
| Date of last COVID-19 risk assessment |  | | |
| Name(s) of those completing this questionnaire | | Role for the purpose of this questionnaire | |
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| Question | Yes | No | Instruction | Suggestion / Control |
| --- | --- | --- | --- | --- |
| Have you had a situation in the past where a worker was exposed to COVID-19 in the workplace? |  |  | If yes, describe the controls put in place to mitigate the risk in the next column and if they continue to be effective |  |
| Has your workplace implemented a COVID-19 safety plan that is updated as often as necessary? |  |  | If no, this is a legal requirement under Regulation 364/20. Visit <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan> to view sample safety plans. Indicate your proposed control measures in the next column |  |
| Have your workers been educated on the contents of your safety plan? |  |  | If no, indicate when you will do this |  |
| Have workers signed a form acknowledging they understand your safety plan? |  |  | If no, ensure they do this as it is proof that they are aware. Indicate your control in the next column |  |
| Are all workers entering the workplace being actively screened upon entry (someone doing the screening or reviewing results immediately)? |  |  | If no, please indicate the control methods that will be used in the next column |  |
| Is the screening process being used effective? |  |  | If no, indicate in the next column the control that will be implemented to make them effective |  |
| Are signs posted at all entrances to your facility for visitors on how to perform self-screening prior to entry as required by Regulation 364/20? |  |  | If no, visit <https://covid-19.ontario.ca/> to review requirements and download posters. Indicate in the next column the controls you will implement |  |
| Do you screen any visitors that enter your facility, and document the screening for contact tracing? |  |  | If no, consider doing this as it will decrease the chances of COVID-19 entering your facility |  |
| If you provide common pens for visitors to sign in, are they sanitized after being touched? |  |  | This should be done to prevent cross contamination. If no, indicate the control measures you will implement |  |
| Are you aware of the visitor capacity limits for your workplace? |  |  | If no, visit <https://www.ontario.ca/laws/regulation/200364> to find the limits for your industry. |  |
| Does the capacity within your workplace allow for physical distancing? |  |  | If no, indicate what control measures can/are used |  |
| Are your current controls for physical distancing (barriers, redesign, etc.) effective? |  |  | If no, indicate revised controls that will be used |  |
| Do workers have a physically distanced area, or area with physical barriers, to eat their lunch? |  |  | If no, indicate the control measures that will be implemented, keeping in mind that they must be able to physically distance if not wearing a mask |  |
| Do workers adhere to physical distancing rules? |  |  | If no, indicate the corrective actions/controls that will be used to correct this (supervisors to enforce, workers to be educated, etc.) |  |
| Where workers come within 2 meters of each other, and there is no physical barrier present, the workers are required to wear masks and eye protection. Is this being done |  |  | If no, indicate the reason it is not and provide the control measure that will be implemented (eye protection, physical barriers, etc.) |  |
| Are workers wearing masks within the workplace (inclusive of work vehicles) that cover their mouth, nose, and chin? |  |  | If no, indicate the reason why not and the controls that can be implemented to correct this. |  |
| Under the Rules for Areas at Stage 3 Regulations, different industries have specific capacities allowed indoors, are you aware of your capacity limits? |  |  | If no, visit <https://www.ontario.ca/laws/regulation/200364> for your industries requirements and indicate your proposed controls |  |
| Do you have customers that may line up outside your facility to await entry? |  |  | If yes, indicate if physical distancing can be maintained, if masks are required to be worn, and if hand sanitizing is being done. |  |
| If you have customers entering your facility regularly, do you have measures in place to protect them and your workers (masking, sanitizing, etc.)? |  |  | If no, indicate the reason why and the proposed control measure |  |
| If washrooms are made available to the public, are there measures in place to maintain them in a sanitary condition? |  |  | This is a legal requirement under Regulation 364/20. Indicate the control measures that you will implement |  |
| Do you have workers working from home that will continue working from home? |  |  | If no, indicate if you have you reviewed all public health requirements with onsite workers (note: those working from home are not required to adhere to public health measures) |  |
| Is hand sanitizer, that is at least a 60% to 70% alcohol based, available to workers at entry ways and common areas (washrooms, kitchens, entry doors, etc.)? |  |  | If no, indicate the proposed controls that will be implemented |  |
| If yes to the above question, is the effectiveness of hand sanitizing being monitored? |  |  | If no, indicate control measures to be implemented. If yes, indicate the current controls being utilized |  |
| Are workers required to share tools or equipment? |  |  | If yes, indicate the control measure that have been implemented |  |
| Are there requirements in place for workers to sanitize their work areas as often as is necessary? |  |  | If no, indicate the control measures that will be implemented |  |
| If workers are using a shared kitchen/dishes, are they cleaning their own dishes immediately thereafter to prevent cross contamination? |  |  | If no, indicate the control measures that will be implemented |  |
| Are sanitizing wipes and/or spray available in common areas for workers to wipe down any surfaces they have touched? |  |  | If no, indicate the control measure that will be implemented |  |
| Are workers encouraged to wash their hands where necessary for at least 20 to 30 seconds (after using the washroom, before and after breaks, etc.)? |  |  | If no, indicate the reason why and if necessary, the proposed control |  |
| Are workers that perform cleaning and garbage disposal wearing gloves? |  |  | Gloves should be worn to prevent the worker from touching un-sanitized items. If no, indicate the proposed controls |  |
| Are handwashing posters displayed in all washroom and kitchen areas of the workplace? |  |  | If no, visit <https://www.ontario.ca/laws/regulation/200364> to download free handwashing posters. Indicate your proposed controls |  |
| Do your workers understand the risk of COVID-19 in your workplace? |  |  | If workers do not understand the risk, consider educating them in the associated risks and the repercussions that can accompany them in their personal and professional life |  |
| Have you reviewed your industries requirements for Stage 3 in Regulation 364/20? |  |  | If no, visit <https://www.ontario.ca/laws/regulation/200364> and search for the title that best or directly describes your industry |  |
| If yes to the question above, do you understand the requirements? |  |  | If no, ask Industrial Safety Trainers to help clarify them for you |  |
| If you understand the requirements of Regulation 364/20, are you able to enforce/maintain them? |  |  | If no, indicate why you are unable to and what can be done differently |  |
| Do you plan to make any changes to your PPE requirements as a result of entering Stage 3? |  |  | If yes, ensure you visit <https://www.ontario.ca/laws/regulation/200364> first to determine if you are able to do so, and what may be deemed acceptable |  |

Should you have any questions in relation to this questionnaire, please contact Industrial Safety Trainers Inc. via email at: hello@istcanada.ca.