# Workplace COVID-19 Supervisor Checklist

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| --- | --- |
| Department: | Date: |
| Completed by: |
|  **Continue Working Remotely (**Elimination of Hazard) | **Y** | **N** | **N/A** | **Notes** |
| Workers who can continue to work from home have been instructed accordingly. |  |  |  |  |
| Monitor / adjust work schedules per employee circumstances / needs. |  |  |  |  |
| Communicate expectations regarding work from home:* Be available for contact during regular work hours and maintain a regular contact schedule with their supervisor
* Have regular discussions about work priorities and other matters that relate to the assigned work
 |  |  |  |  |
| Coordinate the technical assistance needed to work from home (information is available on the IST website). |  |  |  |  |
|  **Adjust the Workplace** (Engineering Controls) |
| Space workstations to ensure appropriate distancing between employees.  |  |  |  |  |
| Clearly identify inactive workstations where physical distancing is not possible.  |  |  |  |  |
| Post signage to promote physical distancing: physical distancing information, building access, kitchen etc.  |  |  |  |  |
| Stock first aid kits adding a small supply of spare non-medical cloth masks (i.e. 2 per 20 people). |  |  |  |  |
|  **Adjust Work Processes** (Administrative Controls) |
| Secure access to on campus buildings for employees. |  |  |  |  |
| Communicate expectations (E.g., work, safety, signage, and behaviour) |  |  |  |  |
| Reinforce the need for completing daily self-assessments for symptoms of illness through [Campus Check-In](https://uwaterloo.ca/coronavirus/health-and-safety/campus-check-in). |  |  |  |  |
| Encourage employees to review return to work resources, specifically Health & Safety materials. |  |  |  |  |
| Communicate to all employees that completion of the [Returning to Campus Safely during COVID-19 (SO2036)](https://uwaterloo.ca/safety-office/training/returning-campus-safely-during-covid-19) is required prior to returning to campus. |  |  |  |  |
| Establish employee schedules to minimize arrival / departure congestion. |  |  |  |  |
| Establish and communicate cross-training plans to enable team members to confidently perform a variety of tasks. |  |  |  |  |
|  **Provide GPE or PPE** |
| Determine the appropriate level of Group Protective Equipment (GPE) / Personal Protective Equipment (PPE) recommended for the duties assigned. Refer to the [PPE section of the Health and Safety Guide](https://uwaterloo.ca/coronavirus/health-and-safety/health-and-safety-guidance-during-covid-19/eliminating-hazards#protective-equipment) for more information. |  |  |  |  |
| Educate employees on the need for PPE when no reasonable alternative exists and work assignments require that employees be within 2 m of each other for greater than 15 minutes cumulatively, or for sustained periods of lesser duration (5 minutes). Refer to the [PPE section of the Health and Safety Guide](https://uwaterloo.ca/coronavirus/health-and-safety/health-and-safety-guidance-during-covid-19/eliminating-hazards#protective-equipment) for more information. |  |  |  |  |

For more information, please refer to the following:

* [University of Waterloo information on COVID-19](https://uwaterloo.ca/coronavirus/)
* [Health and Safety Guidance during COVID-19](https://uwaterloo.ca/coronavirus/return-campus/workplace-health-and-safety-guidance)
* [Returning to Campus Safely During COVID-19 (SO2036) training](https://uwaterloo.ca/safety-office/training/returning-campus-safely-during-covid-19)