# 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)