

COVID-19 STAGE 3 INSPECTION CHECKLIST

Fort Nelson Natural Resource District

February 4, 2021

Completed By: Lisa Thompson (OHSC co-chair) and Mike Eastwood (OHSC co-chair)

Purpose

The inspection is to ensure:

- COVID-19 protocols are effective by:
 - o meeting the goal of limiting less-than-two-metre interactions to short (walk past) and infrequent occurrences, and
 - o minimizing exposure to COVID-19 through workplace practices.
- Continuous improvement of the COVID-19 protocols by observation of effectiveness and soliciting feedback from required employees.
- COVID-19 protocols are maintained (e.g. signage or markings are legible and not damaged).

The Stage 3 Inspection Checklist is completed by the ministry managers responsible for each worksite (or designate) by a walk through of the workplace which includes all areas with COVID-19 protocols.

Date Completed: February 4, 2021

Location Type	Protocols	Effective and maintained? (e.g. is the sign legible)	Recommendation (Notes: Recommendations must be logged in the COVID-19 Protocol Corrective Action Log and provide to the JOHSC for monthly meeting. List the building location the recommendations apply to.)
Workspace (offices, cubicles, LWS, open plan)	Interaction protocols for physical distancing.	Yes	Noted during inspection that middle workspace at front counter is not being used, signage remains. Workstation at front counter (previous file clerk location) – minimal use by staff. Signage posted in October remains.
	Cleaning and sanitization.	Yes	
	Employee feedback.	No	
Hallways	Interaction protocols for physical distancing.	Yes	Signage remains in place.
	Cleaning and sanitization.	n/a	
	Employee feedback.	No	
Elevators	Interaction protocols for physical distancing.	n/a	
Stairs	Interaction protocols for physical distancing.	Yes	Signage remains in place.

	Cleaning and sanitization.	n/a	
	Employee feedback.	No	
Entrance, exit, lobbies	Interaction protocols for physical distancing.	Yes	All signage initially posted remains in place.
	Cleaning and sanitization.	Yes	
	Employee feedback.	No	
Common equipment or storage areas (photo copier, file room)	Interaction protocols for physical distancing.	Yes	All signage initially posted remains in place.
	Cleaning and sanitization.	Yes	Noted that staff are using the cleaning supplies. Photocopier touch screens: Downstairs – clean Upstairs – noted an increase in fingerprints recently; reminder to use styluses to be provided to staff.
	Employee feedback.	No	
Washrooms, changing rooms, and gyms	Interaction protocols for physical distancing must include: <ul style="list-style-type: none"> Physical distancing marks Closed showers Closed gym 	Yes	Upstairs and downstairs washrooms inspected. Signage initially posted by sinks and on showers are still in place.
	Cleaning and sanitization must include: <ul style="list-style-type: none"> No personal effects No brushing of teeth 		
	Employee feedback	No	

Lunchrooms	Interaction protocols for physical distancing.	Yes	Noted all signage initially posted remains in place. Common cutlery/dishes remain inaccessible.
	Cleaning and sanitization.	Yes	Lunchroom appears to be clean; cleaning supplies are being used and remain on table (prominent). Paper towels replaced. No issues identified with current printer location; continue to monitor.
	Employee feedback.	No	
Meeting rooms	Interaction protocols for physical distancing.	Yes	All signage remains in place. No additional chairs have been added (chairs do not exceed max capacity). Minimal use of the conference room since Nov 19 th PHO (masks).
	Cleaning and sanitization.	Yes	Cleaning supplies remain in center of table – readily available for use.
	Employee feedback.	No	
Client Interaction Protocols (if required)			
Location Type	Protocols	Effective and maintained? (e.g. is the sign legible)	Recommendation (Notes: Recommendations must be logged in the COVID-19 Protocol Corrective Action Log and provide to the JOHSC for monthly meeting. List the building location the recommendations apply to.)
Outside entrance to office	Interaction protocols for physical distancing.	Yes	
	Cleaning and sanitization.	n/a	
	Employee/client feedback.	No	
Client computer or workstation	Interaction protocols for physical distancing.	n/a	

Client waiting area/reception area/Front Counter	Interaction protocols for physical distancing.	Yes	
	Cleaning and sanitization.	Yes	
	Employee/client feedback.	Yes	See General Comments section below.
Client interview or meeting rooms	Interaction protocols for physical distancing.	Yes	Signage remains in place.
	Cleaning and sanitization.	Yes	Cleaning supplies are still on table.
	Employee/client feedback.	No	
Client washrooms	Interaction protocols for physical distancing.	n/a	
	Cleaning and sanitization.	n/a	
	Employee/client feedback.	n/a	
General Comments/Staff Interviewed:			
Staff comments: <ul style="list-style-type: none">➤ Overall protocols seem to be effective; no concerns; staff feel safe coming into the office.➤ Discussed public kiosk provided by FCBC; staff and OHSC recommendation is to not set up the kiosk at this time. To be discussed at February 8th DMT meeting.			
Staff interviewed: Mary Viszlai-Beale Andrew Tofflemire Chris Cooper Roger Clewley Mike D’Aloia Deborah Erskine Marcy Hewitt			

Summary of findings			
Number of Required Employees at the workplace	Physical Distancing Workplace Capacity	Percentage of Physical Distancing Workplace Capacity	Discussion of Effectiveness of Protocols (point form)
10	24	42%	See notes above