**Hygiene Exposure Awareness Template**

This table is to raise awareness regarding personal hygiene and potential risk of exposure on and off the job site. Ways to control will vary from site to site therefore this assessment should be customized for each individual site.

\*\* Please make a copy of the original file and save it under your specific project folders \*\*

Site teams are to brainstorm ways of potential exposure for their specific sites and to add this information and control measures to mitigate the spread of Covid-19. Once generated, this assessment should be circulated to all site members so collective participation is achieved.

Sample Template can be used as a starting point, but additional site specific information should be added.

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| **Location** | **Type of Exposure** | **Ways of Exposure** | **Control Measures** | **Who to Control** |
| **Off site** | Person to Person (family/friends) | Friends/family members showing signs / symptoms of Covid-19 or coming home from travel. Staff then come to work potentially exposed coming to site exposing all other site staff. | If family members show symptoms, employees are to contact Corinne and stay home in self isolation until given further directions |  |
|  | Public Transit. Close Contact | Close Contact with potentially exposed members of the public.  Respiration, touching contaminated surfaces then touching one’s face, and coming to work | - Stay home if possible  - Drive yourself to and from work  - Maintain 6 feet separation between transit passengers if possible  - avoid touching shared surfaces then touching one’s face  - coughing, sneezing into your elbow or tissue then washing your hands.  - Wash hands immediately upon arriving at your destination |  |
|  | Public Spaces | Gatherings above 50 people: such as restaurants/bars, community centres, shopping centres etc  Potentially exposing yourself in these areas then coming to work potentially exposing the workforce. | - Stay home and avoid these areas as much as possible.  - if you have attended a space over the suggested limit of gatherings, contact Corinne for further information. |  |
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| **On Site** | Person to Person Contact | - Shaking Hands / Hugging  - Close contact (shared spaces)  - Employees/trades coming to work with visible symptoms.  - Employees/trades coming to work without visible symptoms but have been exposed elsewhere unknowingly. | - Stay home and work from home if possible,  - Social distancing - 6 feet away  - Wash hands regularly (soap and water / sanitizer)  - Clean frequently touched surfaces regularly.  - Avoid unnecessary deliveries/use of couriers.. |  |
|  | Orientations, site meetings | Close Contact with new/old trades | - Project teams to reach out to trades prior to arrival on site to discuss ETRO standards and to avoid trades/new workers from showing up to work if showing signs and symptoms of illness.  - Maintaining social distancing - 6 feet away  - Avoid physical contact with workers  - Reschedule meetings to phone/video conference |  |
|  | Physical Surfaces | Door handles, washrooms, desks, computers tools, equipment, first aid rooms/stations | All surfaces should be regularly cleaned with alcohol based (60% or above) cleaner |  |
|  | Entrance and exit to site | Entering and exiting the site without following proper hygiene procedures. (From public spaces to the job site) | All site staff to wash hands upon entering and exiting the site to avoid outside contaminants/exposures entering the job site.  All trades follow this procedures as well. |  |
|  | Person to Person (First Aid) | Workers showing signs and symptoms arriving at first aid for assistance. | First Aid attendant to ensure initial social distancing procedures are followed.  - If possible, patient to notify first aid attendant by phone prior to arriving at first aid for help. (toolbox talk to discuss site specific procedures required)  - Ensure First Aid location is controlled to prevent further individuals from entering the area and being exposed  -Attendant to wear gloves, mask, and eye protection while discussing symptoms with patients.  - immediately report the incident to a supervisor and Corinne by means of phone. (Do not involve other members directly to avoid further exposure contact)  - Location of patient work area and potential worker interaction must be recorded to notify all applicable parties of potential exposure which could result in self isolation by all parties. (To be determined with aid from health authorities)  - All work areas and first aid location must be cleaned prior to continuation of work to avoid further exposure to other workers. |  |
|  | Eating areas / Lunch rooms | Use of Microwaves, water stations, utensils, shared drinks, smokes, lighters | - Sites to ensure eating areas are cleaned regularly prior and after eating  - Water stations to be cleaned after each use.  - Restrict access to microwaves  - Clean microwaves before and after each use  - Wash hands before and after eating  - Do not share utensils or dishes  - Do not share drink containers / cups  - Do not share smokes, and the use of lighters |  |
| Further Prevention |  |  | Maintain daily health routines:   * Wash hands before leaving and upon returning home. * If you are showing signs or symptoms - stay home and contact Corinne immediately. * Ensure home/living areas are cleaned and sanitized regularly * Communicate with family members to ensure all are on the same page and actively participate in hygiene practices and preventative measures. * Take supplements / vitamins to boost immune system * Get plenty of sleep * Exercise   + Maintain social distancing if exercising outdoors |  |
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**Site Teams to sign off to ensure review has taken place.**

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