

# Risk Mitigation Tool for schools operating during the COVID-19 Pandemic



**Objective:** This tool will assist schools to assess risks during the coronavirus disease (COVID-19) pandemic.

**Directions:**

Answer each question 1-by-1 by selecting the Risk Level of **low**, **medium**, **high**, or **N/A** (*before any controls are in place*) from the drop down list in column 1. It is *recommended* to complete this as a group so there are views from more than one person on whether an item is **low-medium-high**.

Utilize your schools Operational Plan to outline the controls put in place to manage the risks identified. Select Yes-No-N/A from column 2 to identify controls have been included in your plan.

Use column 3 to then select **low**, **medium**, **high**, or **N/A** to identify that the risk has been controlled, and therefore creating a lower level of risk.

Risk Questions	Column 1: Risk Level <u>without</u> controls in place	Column 2: Controls added to Operational Plan? Yes/No	Column 3: Risk Level <u>with</u> controls in place	Comments
<b>GENERAL</b>				
What is the risk if unable to physically distance;				
when outside of the building ( <i>exiting busses, recess</i> )	High	Yes	Low	
when inside of the building ( <i>classrooms, lunchrooms, lockers</i> )	High	Yes	Low	
while in entrance/exit doorways	High	Yes	Low	
when using narrow hallways	High	Yes	Low	
when using narrow stairways	High	Yes		
when using furniture	High	Yes	Low	
when inside washrooms	High	Yes	Low	
What is the risk if the public/visitors are able to freely access the building?	High	Yes	Low	
What is the risk if unable to track persons who have been in the school?	High	Yes	Low	
What is the risk if applicable persons do not learn the school specific physical distancing requirements? ( <i>students, staff, visitors, contractors, etc.</i> )	High	Yes	Low	
What is the risk if frequently touched surfaces are not being cleaned adequately? ( <i>counters, door knobs, phones, common area pen</i> )	High	Yes	Low	
What is the risk if there are not enough washrooms in the building?	High	Yes	Low	
What is the risk if common areas are not being cleaned adequately? ( <i>washrooms, classrooms, science, art, library, cafeteria, etc.</i> )	High	Yes	Low	
What is the risk if soap, water, and paper towels is not available?	High	Yes	Low	
What is the risk if hand sanitizer is not available?	High	Yes	Low	
What is the risk if adequate ventilation is not possible?	High	No	Medium	
<b>SCREENING</b>				
What is the risk if persons are not aware of the need to stay home if feeling ill or have symptoms of COVID-19?	High	Yes	Low	
What is the risk if persons are not aware of what to do if not feeling well while at the school?	High	Yes	Low	
What is the risk of not separating sick children from others? ( <i>isolation room, space, or area</i> )	High	Yes	Low	
<b>VULNERABLE POPULATION</b>				
What is the risk if persons with a compromised immune system, chronic medical condition, or are over the age of 65 enter the building, and Operational Plan elements are not in place? ( <i>Refer to Policy 704 for students</i> )	High	Yes	Low	
<b>PERSONAL PREVENTATIVE PRACTICES</b>				
What is the risk if people are unaware of proper handwashing/hand hygiene practices?	High	Yes	Low	
What is the risk if people are unaware of proper respiratory etiquette?	High	Yes	Low	
What is the risk if people are unaware of when and how to wear community mask?	High	Yes	Low	
What is the risk if staff are unaware of where to find personal protective equipment?	High	Yes	Low	
What is the risk if staff are not trained on the appropriate use and care of personal protective equipment and the sequence for putting it on and taking it off.	High	Yes	Low	
<b>COMMUNICATION</b>				
What is the risk if people do not receive reminders regarding health measures? ( <i>e.g., frequent hand hygiene, avoid touching the face, respiratory etiquette, clean and disinfect frequently touched surfaces with approved products</i> )	High	Yes	Low	
What is the risk if staff do not have access to Occupational Health & Safety Act & Regulation information. Ex: right to refuse.	Medium	Yes	Low	
<b>EMERGENCY PREPAREDNESS AND RESPONSE</b>				
What is the risk if people are not prepared or aware of emergency procedures in the building ( <i>fire, lockdown, medical</i> )	High	Yes	Medium	PPE is not to supercede safety in emergency situations, therefore, still a medium level of risk in these situations. PPE should be used if easily accessible.
What is the risk if people do not know how to react in an outbreak situation of Covid-19?	High	Yes	Low	
<b>GRADES 9-12</b>				
What is the risk if 1 metre physical distancing within classrooms is not being met?	High		Medium	Without masks, simply staying one meter apart poses a medium risk.
<b>OTHER</b> ( <i>Insert any additional risks specific to your location that will need to be addressed</i> )				
Reference: Government of Canada Risk Mitigation Tool				