*Note: This is provided only for the guidance purposes and organizations can adopt methods suitable for its purpose and intent.*

**A.5 SAMPLE APPLICATION OF THE RISK ASSESSMENT METHODOLOGY**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Location /Function/Process | | | General office | | | | |  | | |
| External context | | | | | | Internal context | |  | | |
| Initial Risk assessment | | | | | |  |  | Residual risk assessment | | |
| COVID -19 exposure | Probability | Vulnerability | | Risk | Risk level | Control | Monitoring | Probability | Vulnerability | Risk |
| Staff exposure to COVID -19 positive staff member within office | 3 | 5 | | 15 | High | 1. Staff screening 2. Temperature check at entrance 3. Hand sanitization using water and soap before entry 4. Respiratory protection – face masks 5. Provide staff awareness 6. 30 staff to work from home 7. Abandon process and service that are time critical beyond 3 weeks. – 25 staff members to remain at home. | Visual observation | 3 | 1 | 3 |
| Staff exposure to COVID -19 while in a queue to get inside the facility | 3 | 3 | | 9 | Medium | 1. Wear safety mask 2. Maintain 1 meter physical distance | Visual observation | 3 | 1 | 3 |
| Temperature monitoring staff exposure to COVID -19 suspect | 3 | 5 | | 5 | High | 1. Wear 95 mask 2. Wear face visor | Visual observation | 3 | 1 | 3 |
| Staff exposure to Visitors | 3 | 5 | | 15 | High | 1. Visit by external parties shall be requested prior and approval shall be provided only based on criticality of the visit. 2. All visitors to be screened on arrival for COVID- 19 risk factors. All visitors shall provide a contact number. Temperature check at entrance. Hand sanitization using water & soap before entry. 3. Prevent Visitors with COVID-19 risk factors to enter work location. 4. Respiratory protection- Face masks 5. Restrict movements of visitors within the Facility or educate the visitors on controls to be followed and obtain an acknowledgement. | Visual observation | 3 | 1 | 3 |

**A.6 SAMPLE CONTROL PLAN**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Area /Activity | General Office | | | | | | |
| Control/Monitoring activity | Description | Frequency | Responsibility | Record | Competency availability | Action to be taken | Action Date |
| Staff screening | Day before, staff reporting to office shall be screened for COVID – 19 risk factor exposure using a self – declaration form | Daily | Head of Dept | Self – declaration template | Yes | Self –declaration template development | 20/05/2020 |
| Visual observation | Regular observation to verify temperature check, hand washing, face mask wearing and physical distancing. | Every 2 hours | Office executive | Checklist | No | Create awareness on monitoring and checklist | 19/05/2020 |
| Temperature monitoring | All staff temperature to be checked by staff members wearing a face mask and a visor. Temperature shall be 98.4o F or 37 oC or less’ | Each staff member | Office assistant | Temperature record | Yes | None |  |
|  |  |  |  |  |  |  |  |
| Prepared by: |  | Name: | | Signature: | | Date: | |
| Reviewed by : | Management representative | Name: | | Signature: | | Date: | |
| Certified by : |  | Name: | | Signature: | | Date: | |

**ANNEXURE B**

(Informative)

**SAMPLE CONTROL OBJECTIVES AND CONTROLS**

The control objectives and controls listed in Table 1 are derived from Sri Lanka Ministry of health guidance documents and the organization is not constrained by this list of control objectives and controls.

**TABLE 1 - Control objectives and controls**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SI. NO**  **(1)** | **Control objective**  **(2)** | **Treatment risk level**  **(3)** | **Control**  **(4)** | **Control description**  **(5)** |
|  | Hand hygiene | Default practice | Use of hand sanitizer | Hand hygiene by hand rubbing with 70% alcohol-based hand sanitizer. A number of hand sanitizer points shall be made available to avoid deterioration of effectiveness and reduction of physical separation. |
|  | Hand hygiene | Default practice | Washing of hands using soap | Mandatory thorough hand washing with soap. A number of hand washing points shall be made available. Number of hand sanitizer points shall be made available to avoid deterioration of effectiveness and reduction of physical separation.  Non- Contact or foot operated hand washing stations (preferably). |
|  | Hand hygiene | High | Regular / coordinated hand washing | Mandatory thorough had washing with soap on regular basis. Number of hand washing points shall be made available. Number of hand sanitizer points shall be made available to avoid deterioration of effectiveness and reduction of physical separation. |
|  | Respirator protection | Default practice | Use of face masks | Use of face masks and replaces the mask with a new one as soon as it is damp and do not re-use single –use masks. If contaminated dispose appropriately. |
|  | Respirator protection | Medium | Surgical masks | Use surgical masks 3 ply for about 8 hours a day and shall not be re-used. If contaminated dispose appropriately. |
|  | Respirator protection | High | Face masks and a face visor. | Face visor shall be used for a shift and shall be washed with detergents or cleaned with approved sanitizer between uses. |
|  | Respirator protection | Very High | N95 rated face masks | Use N95 rated face masks for about 8 hours a day. If contaminated dispose appropriately.  Example application : Aerosel generating procedures |
|  | Physical separation | Default practice | 1 meter distance in queues | Floor marks shall be made to communicate the distance to be maintained. |
|  | Physical distancing | Default practice | 1 meter distance in seating arrangements | Marking shall be used to communicate the distance. Wherever required taping out seats / chairs to ensure adherence shall be carried out. |
|  | Physical distancing | High | 2 meter distance in seating arrangements | Marking shall be used to communicate the distance. Wherever required taping out seats / chairs to ensure adherence shall be carried out. |
|  | Physical distancing | Default practice | Working from home | Reduction of staff density through enabling working from home wherever such capability exists or possible. |
|  | Physical distancing | Low | Abandoning of selected non –time critical processes | Reduction of staff density through abandoning of processes and services that will allow the organization to reach physical distancing target. (1 Meter ) |
|  | Physical distancing | High | Abandoning of selected non –  time critical processes | Reduction of staff density through abandoning of processes and services that will allow the organization to reach physical distancing target. (2 Meter ) |
|  | Physical distancing | High | Use of separating screen | A transparent or non- transparent screen (based on the operational requirements) to be used to enforce physical separation. If transactions are performed provide a provision for same through positioning a slot at the bottom. |
|  | Physical distancing | Default | Promote use of stairs | Request staff to use stairs instead of lift. |
|  | Physical distancing | Medium | Limit use of lifts | Limit use of lifts and number of people who can travel too shall be limited by the physical distancing targets. Number allowed shall be displayed. Staff to face towards lift walls when travelling in the lift. |
|  | Protection of critical process | Medium | Staff roistering | Processes that shall be supported from work location shall be identified with two ( as a minimum ) teams and only one team shall be brought to a specific work location .  **NOTE:** *To facilitate this control**xi, xii, or xiii might be require.* |
|  | Protection of critical processes | High | Staff roistering | Processes that shall be supported form work location shall be identified with multiple teams (3 or more) and only one team shall be brought to a specific work location.  **NOTE:** *To facilitate this control**xi, xii, or xiii might be require.* |
|  | Prevention of staff with COVID -19 potential exposures entering a work location | Default Practice | Staff screening | All staff to be screened through a questionnaire on arrival / remotely for COVID-19 potential exposures. Prevent staff with COVID -19 potential exposures from entering the work location. |
|  | Prevention of individual with COVID -19 potential exposures entering a work location | Medium | Body temperature check | Verbal checking with the individuals on high body temperature. |
|  | Prevention of individual with COVID -19 potential exposures entering a work location | High | Body temperature readout | Using a standard contactless body temperature meter to assess the body temperature of all individual entering the location. If individual with body temperature above 98.4oF or 37oC is detected direct the individual to seek medical advice. |
|  | Promotion of respiratory etiquette | Default Practice | Campaign on respiratory etiquette | The control is valid only when not wearing a mask- example when having a meal.  Displays at strategic locations communicating following information: coughs and sneezes have to be covered by the inner side of elbow or a tissue or sleeve. In a situation where tissue is used to cover the nose/mouth, the tissue shall be discarded into a peddle operated garbage bag lined bin and hand hygiene shall be practices thereafter. |
|  | Discourage use of common /other people’s items | Medium | Awareness campaign on discouraging use of other people’s items | Displays /videos /announcements to communicate following information:  Staff shall not use other people’s mobiles, office handsets, office desks, pen and other office equipment. Typically, these items are not sanitized on a regular basis. |
|  | Minimize of commonly used objects | High | Removal of commonly used objects | Organization shall remove items which are commonly used and shared by individuals during their work /activities or use/ receipt of services. |
|  | Minimize of commonly used objects | High | Provide individual sets objects/ equipment | Organization shall reduce the necessity of sharing by providing each individual concerned with their own sets of objects for their work /activities or use / receipt of services. |
|  | Common surfaces sanitization | Medium | Enhanced house keeping | Clean with general purpose detergent initially and followed by disinfection as given below.  Maintain regular housekeeping practices, including routine wiping / cleaning and disinfecting of surfaces, equipment, and other items in the work environment. All metal surfaces shall be disinfected with 70% alcohol solution and all non-metal surfaces disinfected with 0.01% Sodium hypochlorite, after cleaning by damp dusting /wet mopping with soap and water or a general – purpose detergent. The door knobs/ handles/ lift buttons shall be cleaned and disinfected every 3 hours.  All other surfaces including strip curtains shall be cleaned by damp dusting and disinfected at –least 3 times per day. |
|  | Common surfaces sanitization | High | Enhanced House Keeping | Clean with general purpose detergent initially and followed by disinfection as given below.  Maintain regular housekeeping practices, including routine wiping / cleaning and disinfecting of surfaces, equipment, and other items in the work environment. All metal surfaces shall be disinfected with 70% alcohol solution and all non – metal surfaces disinfected with 0.1% Sodium hypochlorite after cleaning by damp dusting /wet mopping with soap and water or a general – purpose detergent . The door knobs /handles /lift buttons / Strip Curtains shall be cleaned and disinfected every hour.  All other contact surface shall be cleaned by damp dusting and disinfected at-least every 3 hours. |
|  | Cleaned floors | Default | Floor cleaning | Clean with general purpose detergent initially and followed by disinfections as given below. Floors shall be cleaned by disinfectant twice a day. ( or after every shift in places where there are shift duties.)  All metal surfaces shall be disinfected with 70% alcohol solution and all non-metal surfaces disinfected with 0.1% sodium hypochlorite. |
|  | Cleaned machines | Medium | Machine Cleaning | Clean with general purpose detergent initially and followed by disinfection as given below.  Machines shall be cleaned by disinfectant twice a day. (or after every shift in places where there are shift duties. )  Or  Refer the equipment manual for the appropriate disinfectant |
|  | Cleaned machines | High | Machine Cleaning | Clean with general purpose detergent initially and followed by disinfection as given below.  Machines shall be cleaned by disinfectant when users are changed  Or  Refer the equipment manual for the appropriate disinfectant. |
|  | Promote better personal health | Default | Encourage good personal conduct | Staff shall be encouraged (through campaigns ) to observe following :   * A balanced diet * Drinking adequate amounts of clean water * Regular physical exercise * Abstain from unhealthy habits such as smoking and consuming alcohol |
|  | Eliminate person –to –person contact | Default practice | Reduction of physical touch of personal | Discourage personal from shaking hands /hugging and adopt other non-touch techniques of greeting.  Design the work practices to minimize person to person contact during work. |
|  | Eliminate person –to –person contact | Default practice | Use of personal protective equipment (PPE) | If person to person contact cannot be avoided use suitable gloves |
|  | Reduction of COVID -19 risk to staff from visitors to work location | Default practice | Visitors self –declaration | All visitors to be screened on arrival for COVID-19 potential exposures. All visitors shall provide the name a contact number, NIC number and address. Prevent visitors with COVID-19 potential exposures to enter work location through use of a questionnaire to gather related information. |
|  | Prevention of visitors/ contractors / guests/ suppliers with COV ID-19 potential exposures entering the work location | Medium | Restrict visitor arrival | Assess the visitor’s ability to perform the activity remotely and online facilities to carry out the task /activity /service. |
|  | Prevention of visitors / contractors /guests/suppliers with COVID -19 potential exposures entering the work location | Medium | Restrict visitor arrival | Screened prior to arrival: Visits by external parties shall be requested prior and approval shall be provided only based on criticality of the visit or inability to remotely service.  All visitors to be screened before arrival for COVID-19 potential exposure. All visitors shall provide a name, a contact number, NIC number and address. Prevent visitors with COVID-19 potential exposure to enter work location.  Restrict movement of visitors within the facility or educate the visitors on controls to be followed and obtain an acknowledgement. |
|  | Prevention of visitors/ contractors / guests / suppliers exposure form entering the work location | Very high | Visitor entry prevention | Prevent presence of visitors arriving at the facility. Wherever prevention is acceptable or when other controls doesn’t mitigate risks sufficiently. |
|  | Reduce COVID-19 exposure through material handling | High | Use of disposable rubber/plastic gloves or latex gloves | Use during material handling and dispose in a pedal operated bin. If single use gloves are used dispose at the end of each handling batch activity.  Eg: Workers moving as set of crates or delivery handover to a Customer. If reusable gloves are used ensure cleaning and disinfection shall take place at end of the shift. |
|  | Reduce COVID-19 exposure through material handling | Medium | Retention of goods before issuing for use | Retention period of 3 days shall be practiced. |
|  | Reduce COVID-19 exposure through material handling | High | Retention of goods before issuing for use | Retention period of 1 week shall be practiced. |
|  | Reduce COVID-19 exposure through staff/visitor clothing | High | Work/ Visitors overall | Ensure to provide an overall by the organization to staff/ visitors. |
|  | Reduce COVID-19 exposure through footwear | High | Provide shoe covers | Organization shall provide shoe covers. If reused cleaning and disinfection process shall be used. |
|  | Reduce COVID-19 exposure through footwear | Default practice | Regular cleaning / replace of mats | Organization shall replace or clean mats placed at the entrance regularly. |
|  | Elimination of possibility of contamination of staff / visitors due to facility hygiene issue | Default practice | Weekly facility disinfection regime | Organization shall deep clean the facility every week using the disinfection materials. This activity is expected to involve a cleaning team, cleaning all surfaces and spraying disinfectants.  All metal surfaces shall be disinfected with 70% alcohol solution and all non-metal surfaces disinfected with 0.1% Sodium hypochlorite, after cleaning by damp dusting /wet mopping with soap and water or a general –purpose detergent. |
|  | Office desk Maintenance | Medium | Cleaning of office desks and equipment / tools | Respective staff shall clean their desk and tools/ equipment provided before start of each day. Use disinfectant to clean and wash your hands thoroughly once completed. Dispose the cleaning tissues and gloves (if used) into a pedal operated dustbin lined with garbage bag.  For electronics, such as tablets, touch screens keyboards, and remote controls.  Consider putting a wipeable cover on electronics. Follow manufacturer’s instruction for cleaning and disinfection. If no guidance, use alcohol- based wipes or sprays containing 70% alcohol strength. Dry surface thoroughly. |
|  | Office desk maintenance | High | Cleaning of the office desks and equipment / tools | Respective staff clean their desk and tools /equipment provided before start of each day and at regular intervals. Use disinfectant to clean and wash your hands thoroughly once completed. Dispose the cleaning tissues and gloves (if used) into a pedal operated dustbin lined with garbage bag.  For electronics, such as tablets touch screens, keyboards and remote controls.  Consider putting a wipable cover on electronics.  Follow manufacturer’s instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing 70% alcohol strength. Dry surface thoroughly. |
|  | Cleaning of self –servicing terminals | High | Regular cleaning and sanitizing facility of users | Ensure user interface surfaces are cleaned hourly.  Users shall be provided with hand washing or sanitizing facilities.  All metal surfaces shall be disinfected with 70% alcohol and all non-metal surfaces disinfected with 0.1% sodium hypochlorite, after cleaning by damp dusting /wet mopping with soap and water or a general –purpose detergent. |
|  | Ensure COVID-19 is not spread through the uniforms provided | Default practice | Enhanced laundering of uniforms | For clothing , towel, lines and other items:  Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.  As a minimum the uniform / clothes shall be sun dried between usage Wear disposable gloves when handling dirty laundry from a person who is sick.  Dirty laundry from a person who is sick and be washed with other people’s items.  Do not shake dirty laundry.    Clean and disinfect clothes, hampers / bags according to guidance for cleaning of goods.  Remove gloves, and wash hands right away. |
|  | Ensure prevention of contamination through upholstering | Medium | Enhanced cleaning of upholstering | For soft surfaces such as furnishing, carpeted floor, rugs, and drapes.  Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.  Lauder items ( if possible ) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely  Or  Disinfect with household disinfectant |
|  | Use of common utensils in cafeterias and restaurants | Default practice | Self –serving buffet counter behavior | Position staff to serve guests / customers.  Request guests to perform hand sanitization before consuming g the food.  Cutlery shall be sanitized using detergents and hot water. |
|  | Seating arrangements in cafeterias and restaurants | Default practice | 1 meter distancing | 1 meter distance.  Capacity accommodated cannot exceed the maximum numbers set by the Government authorities.  Restaurants are allowed to re-arrange seating /tables to be spaced out to accommodate 1 meter physical distancing. Within Restaurants people living together can sit together in a table.  If patrons are walk-in guests ensure conditions to be fulfilled during entry are followed and main guests contact details shall be obtained. |
|  | Seating arrangements in cafeterias and restaurants | High | 2 meter  distancing | 2 meter distance.  Main guest’s contact details.  Capacity accommodated cannot exceed the maximum numbers set by the Government authorities.  Restaurants are allowed to re-arrange seating / tables to be spaced out to accommodate 2 meter physical distancing. Within Restaurants peoples living together can sit together in a table. Restaurant might require to operate multiple meal sessions to accommodate the demand.  If patrons are walk-ins ensure conditions to be fulfilled during entry are followed and contact details of the main guest shall be obtained. |
|  | COVID-19 Safety in adult training delivery | Default practice | 1 meter distancing | Remote training  Or  Training rooms arrange with 1 meter physical distancing among the participants. Participants shall be wearing face masks and carry out hand washing /sanitizing on entry.  Capacity accommodated cannot exceed the maximum numbers set by the government authorities. |
|  | COVID -19 safety in non-adult training delivery | Default practice | Not allowed. / 1 meter distancing | Not allowed.  If allowed. Training rooms arrange with 1 meter physical distancing among the participants. Participants shall be wearing face masks and carry out hand washing /sanitizing on entry.  Capacity accommodated cannot exceed the maximum numbers set by the government authorities. |
|  | Secure transport- Company provided transport | Default practice | Company transport ( call –in and company owned) | All outsourced drivers of the organization shall make a COVID -13 declarations and state their contact number.  Driver shall clean commonly touched surfaces of the vehicle and disinfected before accepting the organizational staff.  The driver and all staff being transported shall wear a face mask right through. Staff member travelling shall clean their hands before and after transport.  Capacity accommodated cannot exceed the maximum numbers set by the Government authorities. |
|  | Secure transport company provided transport | Medium | Company transport ( call –in and company owned ) | All outsourced drivers shall make a COVID -19 declarations and state their contact number.  Driver shall clean commonly touched surfaces of the vehicle with disinfectants before accepting the organizational staff.  The driver and all staff being transported shall wear a face mask right through. There should be only one person per row of sets in a car or micro coach.  All vehicles shall travel with open windows ( preferred)  Staff member traveling shall clean their hands before and after the transport.  Capacity accommodated cannot exceed the maximum numbers set by the Government authorities. |
|  | Secure transport company provided transport | High | No call – in transport | Do not provide call –in transport. |
|  | Secure transport company provided transport | High | Company transport | Drivers shall ensure the vehicle is cleaned with disinfections before each transport.  The driver and all staff being transported shall wear face mask right through. There should be only one person per row of seats in a car or micro coach. For buses government regulations for public transport applies.  All vehicles shall travel with open windows.  Staff member travelling shall clean their hands before and after the transport.  Capacity accommodated cannot exceed the maximum numbers set by the Government authorities. |
|  | Awareness establishment | Default practice | Awareness campaigns | Organization shall reach out to all staff creating adequate awareness on controls to be deployed through posters, videos, demonstrations. |
|  | Awareness establishment | Medium | Effectiveness of awareness creation | Organization shall monitor staff behavior to assess the effectiveness of the awareness creation. |
|  | Emergency response | Medium | Planning for isolation | Organizations shall plan for lockdown for 3 weeks. Organization shall be able to provide immediate meal and beverage and potable water for the staff.  Make arrangement for sleeping / accommodation.,  Organization shall be able to attend to medical emergencies during this period.  Organization shall be able to support staff to reach out to their families. |
|  | Emergency response | Default practice | On detection of suspected COVID -19 patient. | Maintain a room- ensure it is properly identified and suitably prepared ( onsite quarantine location)  Anyone identified to be a suspect shall be removed to the on-site quarantine location straight away by requesting the person to walk to the onsite quarantine location.  All suspected COVID-19 patients shall wear face masks. Other staff shall keep a 1 meter separation while interacting / guiding.  Request an ambulance (suva sariya -1990) party to remove the patient to hospital.  If the suspected case becomes positive, the close contacts shall be requested to be quarantined as per government health authorities’ directions.  A close contact – person staying in an enclosed environment for >15 min (eg: same household, workplace, social gathering , travelling in same vehicle)  Carry out a disinfection of the location as per the guidance for disinfection with support of the health authorities.  **NOTES:** *select a room which is not having HVAC system connected to the central HVAC system.* |