

The objective of this checklist is to provoke thought and self-assess the **risk level** in each department as it pertains to **workforce continuity** and **environmental factors**, due to COVID-19, and to take the applicable actions to mitigate the identified areas of risk.

Workforce Continuity: To ensure there is an effective workforce continuity plan in place, and to prevent any situations whereby critical and key workforce members who perform specialized functions are out of work causing significant operational issues, each department should assess their COVID workforce continuity risks.

Environmental Factors: To ensure the departments physical environment has been adapted to reduce the spread of COVID, each department should assess their COVID environmental factors risk.

COVID Department Risk Self-Assessment Scale				
1 (Strongly Disagree)	2 (Mostly Disagree)	3 (Sometimes Agree)	4 (Mostly Agree)	5 (Strongly Agree)
Highest Risk	Higher Risk	Moderate Risk	Lower Risk	Lowest Risk

Workforce Continuity Risk Assessment

1. The applicable management members in my department do not work the same shifts and in the same general physical work area (which could cause the spread of COVID to all of them)?				
2. My employees with specialized knowledge and skills do not work the same shifts and in the same general physical work area (which could cause the spread of COVID to all of them)?				
3. There are not any functions and tasks that myself or some members of management in my department perform which others do not know about?				
4. My employees with specialized knowledge and skills have been crossed trained with a sufficient number of other employees on what functions and tasks they perform?				
5. The functions and tasks performed by my employees with the specialized knowledge and skills can be learned easily by reading policies or standard work?				
6. My department has thought of, and planned for, a situation where myself, other managers, or employees with specialized knowledge and skills, could be off work for an extended period of time?				



COVID-19 Department Risk Self-Assessment Scale

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Highest Risk	Higher Risk	Moderate Risk	Lower Risk	Lowest Risk

Workforce Continuity Risk Assessment

7. In the last year (or in recent memory) I have not had a situation where my department could not complete a task due to a critical person being absent, and neither would we if that happened today?				

Environmental Factors Risk Assessment

8. My department break room does not have the same number of chairs and set-up as it did prior to COVID?				

9. Employees who use my department break room to eat together, do not sit close together when eating?				

10. Myself and my managers in my department have always provided clear and continual guidance to employees on how they can take breaks and eat properly while socially distancing without a mask?				

11. The surfaces of the general work areas and break room in my department are not cluttered (making them difficult to clean and disinfect)?				

12. The general work areas in my department are arranged in a way that makes social distancing possible?				

13. In my department, housekeeping and disinfection is performed regularly throughout the day, on all of the common objects that are touched by employees (counters, desks, door handles, objects, keyboards, etc.).				

14. On occasion when my department needs to perform more frequent or intensified employee symptom checks during their shift, I have had enough staff trained to perform these checks?				



COVID-19 Department Risk Self-Assessment Scale

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Environmental Factors Risk Assessment

15. When myself or my department managers observe our employee not following our infection control practices (i.e. not wearing masks, not wearing masks correctly, not socially distancing, eating close to another, not properly washing hands, etc.), we always intervene and address this with our employees?

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16. Myself and every member of my department management team are strong advocates for fully following all of our infection control practices, and requiring everyone in my department to follow them?

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17. The visitors that come to my department (as applicable) always follow our infection control practices (such as properly wearing their mask and socially distancing), and if that doesn't happen, a member of my department always addresses this?

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18. If applicable, my night and weekend employees receive good communication and information about our COVID guidelines and policies, and they also comply with these guidelines and policies?

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