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**COVID-19 - RISK ASSESSMENT TOOL**

Sport Calgary  
2424 A University Drive NW, Calgary, Alberta T2N 3Y9

MAY 2020

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**COVID-19 Site Safety Guideline**

Date of Issue: May 14, 2020	Revision Date:
Approved by: Sandra Paire - Director, Events & Member Services	Signature: See Original for Signature

Sport Calgary is committed to assist sports organizations provide a safe and healthy space for their staff, volunteers and participants. This Risk Assessment Tool is designed to help organizations assess themselves for risk of COVID-19, implement appropriate controls, and provides example assessments and controls to aid this process.

**This document is only a list of suggestions and should not be used as a replacement for professional and legal guidance provided by governments, health authorities, and sport governing bodies.**

**1.0 THE RISK ASSESSMENT PROCESS**

A risk assessment process is used to provide a logical and systematic approach to deal with hazards. This guideline will take you through completing the COVID-19 risk assessment process (Figure 1), as to help reduce the risk of COVID-19 in your organization.

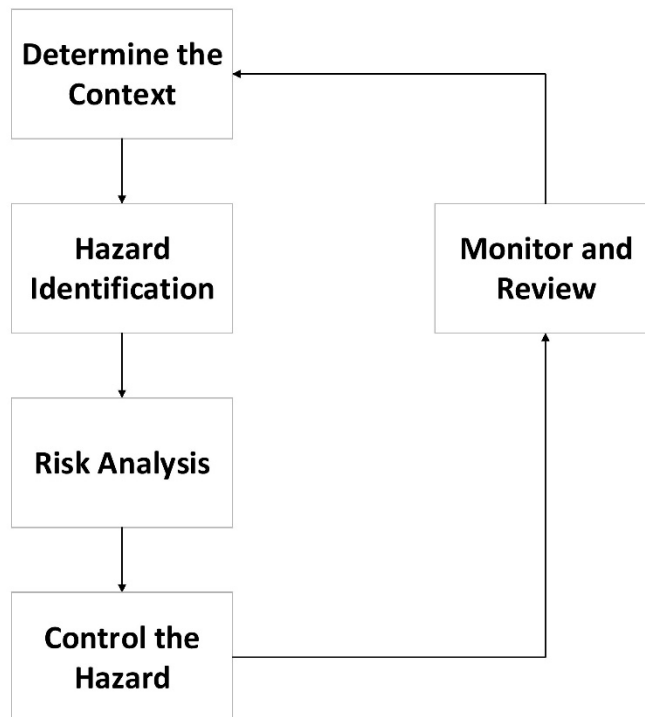


Figure 1: The risk assessment process

## 2.0 DETERMINE THE CONTEXT

Coronaviruses are a large family of viruses that can cause illnesses ranging from the common cold to more serious respiratory infections like bronchitis, pneumonia or severe acute respiratory syndrome (SARS). In 2019, a novel strain of coronavirus, later labelled COVID-19, originated in Wuhan, China. The first presumptive case of COVID-19 in Ontario was identified on January 25, 2020. On March 11, 2020, the World Health Organization labelled COVID-19 as a pandemic. Symptoms of COVID-19 include fever, cough, difficulty breathing, muscle aches, fatigue, headache, sore throat, and runny nose.

COVID-19 is spread between people who are in close contact with each other (within about 2 meters) through respiratory droplets produced when an infected person coughs or sneezes. Additionally, it may be possible that a person can contract COVID-19 by touching a contaminated surface and then touching their own mouth, nose, or possibly their eyes, although this is not the main cause of virus spread.

**The goal of this risk assessment is to reduce the risk of COVID-19 spread during sports activities.**

## 3.0 THE RISK ASSESSMENT

The risk assessment is a systematic way to assess hazards. It involves two steps: (1) hazard identification and (2) risk analysis. Understanding the definitions of hazard and risk will be helpful during this process.

**Hazard:** any source of potential damage, harm or adverse health effects on something or someone. For COVID-19, it is any source of potential transmission of COVID-19.

**Risk:** the chance or probability that a person will be harmed or experience an adverse health effect (i.e. be infected with COVID-19) if exposed to a hazard.

To complete this assessment, use the Risk Assessment form found in appendix A.

**PRIOR to completing this assessment, request access to any COVID-19 plans that you may have to follow as part of your organization (e.g. public facility plans, municipality rules), they may help as you develop your specific response plan.**

### Step 1: Hazard Identification

Hazard identification involves determining a list of situations where there could be a source of potential transmission of COVID-19. This involves two steps:

- (1) determine a step by step process of the sport, and
- (2) write down any hazard associated with each step.

See column 1 and 2 of Appendix A to complete the hazard identification section. It is important when determining hazards to also include hazards that may come from outside your control (e.g. from home or other organizations sharing your space). When completing, duplicate the step if it has more than one associated hazard.

*Sports Specific Example: Describe the sport task and associated hazard of soccer referees during their pre-game procedures.*

<b>Sport Step</b> Break the process into steps/tasks, listing work which may be hazardous.	<b>COVID-19 Hazards</b> List the hazard or type of harm identified with each step.
Travel to field using a personal car. OR	Driver and passengers will touch regularly touched surfaces.
Travel to field using a ride sharing or taxi service. OR	Passengers will touch regularly touched surfaces. Limited social distancing near an unknown individual.
Travel to field using walking or biking.	May travel near other individuals.
Walk down to designated location and set down equipment.	May walk near other individuals.
Collect score sheets and other paperwork from coaches.	Multiple people touch commonly touched surfaces.
Hand out flags to linesman.	Multiple people touch commonly touched surfaces.
Continued...	Continued...

*Sports Specific Example: Describe the sport tasks of a football player doing free weights in a shared fitness center.*

<b>Sport Step</b> Break the process into steps/tasks, listing work which may be hazardous.	<b>COVID-19 Hazards</b> List the hazard or type of harm identified with each step.
Drop off individual supplies in locker room.	Shared space with other people, some unknown.
Drop off individual supplies in locker room.	Touch regularly touched surfaces (e.g. door handles)
Walk to free weight section of the fitness center.	May walk near other individuals.
Select appropriate free weights.	Touch shared small equipment.
Conduct lift.	Exertion can lead to increased velocity and distance travel of respiratory droplets.
Return free weights to proper location for next person.	Touch shared small equipment.
Continued...	Continued...

While each sport will have different tasks and therefore different hazards, look for the following situations:

1. Working near other people (particularly those who may not be following controls)
2. Touching shared equipment
3. Situations where social distancing is not possible
4. Surfaces that are difficult to clean

## Step 2: Risk Analysis

Risk analysis involves ranking each of the hazards listing based on their likelihood of occurring and the severity of the harm. As the harm is always COVID-19 in this case. The risk analysis will look on likelihood of occurrence only.

**Risk of Exposure:** the probability that a person would be exposed to COVID-19.

Risk	Description
<p><b>Low</b></p>	<p>Exposure Unlikely. Example Conditions:</p> <ul style="list-style-type: none"> <li>• Participant spends very little time with other people.</li> <li>• Social distancing easily maintained.</li> <li>• No shared equipment or shared equipment can be cleaned between use (e.g. yoga mats cleaned between use).</li> </ul>
<p><b>Medium</b></p>	<p>Exposure Likely. Will happen, but only every once in a while. Example Conditions:</p> <ul style="list-style-type: none"> <li>• Participants to have difficulty social distancing with other internal people (e.g. locker room, some types of dance).</li> <li>• Participant regularly touches shared objects. With internal people. (e.g. shared weight room)</li> </ul>
<p><b>High</b></p>	<p>Exposure Extremely Likely. Will happen, and most likely regularly. Example Conditions:</p> <ul style="list-style-type: none"> <li>• Participants exposed to large amounts of people or exposed external people (i.e. less knowledge is known about external people) (e.g. shared fitness facility).</li> <li>• Social distancing difficult (with external people) or not possible (with either internal or external).</li> </ul>

**Details on Internal, External and Number of People.**

When doing your risk assessment, you should consider how many people are involved and where they come from. For example, if your organization involves a rowing team your rowers will only come into close contact with their team. This small group of people can easily keep track of implemented controls as well as external risks to their members (e.g. who are caregiving for a sick individual). As the group gets larger, it is harder to ensure controls are being used and keep track of how life outside of the sport is impacting each member (e.g. are they in a high risk job). The other factor related to people is internal vs. external. Once external individuals are involved (e.g. a team from another organizations comes and plays a scrimmage), you lose the ability to check in on the outside factors that effect the health of the players and change to spread Covid. The impact of who and how many people are involved, should be considered when you complete your risk assessment.

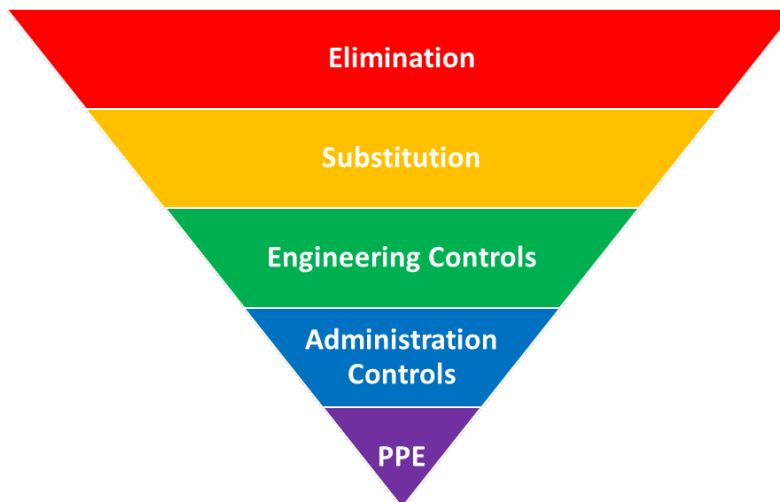
*Sports Specific Example: A summer basketball camp is competing a bump free-throw competition. List the hazards the participants.*

<b>Sport Step</b> Break the process into steps/tasks, listing work which may be hazardous.	<b>COVID-19 Hazards</b> List the hazard or type of harm identified with each step.	<b>Risk</b> Determine risk using the Risk of Exposure Table.
Stand in line wait for your turn.	In close contact with other people (internal and external). Little knowledge about the precautions taken by individuals outside of the camp.	High
Catch ball previous shot by person in front of you. Attempt free throw at the net.	Sharing equipment without cleaning between users.	Medium
Coaches document winner on shared clipboard.	Sharing equipment without cleaning between known users.	Low

#### 4.0 CONTROLLING FOR COVID-19

Through the risk assessment a list of tasks and associated hazard was created and the list was prioritized. Every hazard with a high or medium risk rating should be controlled. Various controls for COVID-19 are outlined below. Document the control chosen in your risk assessment along with the associated hazard.

The use of the hierarchy of controls for any hazard is considered a best practice and can be described as hazard control measures in descending order of effectiveness; these hazard control measures would include such measures as:



- (1) **Elimination** – removes the exposure (e.g. remove the person).
- (2) **Substitution** – controls the hazard by replacing it a lower risk process or material to achieve the same outcome (design) (e.g. substitute regular cleaners with cleaners that have disinfectant properties).
- (3) **Engineering**– uses engineering controls to decrease the risk (use barriers to isolate individuals from each other).
- (4) **Administrative**– establish rules that will limit workers’ exposure to the hazard (training, procedures, scheduling, additional cleaning); and
- (5) **Personal Protective Equipment (PPE)** – requires the individuals to use or wear PPE such as masks or gloves. The use of PPE to control hazards should always be the last resort.

Following the hierarchy of controls, the most effective control should be selected first, for example, regularly clean equipment (an administrative control) before you require all individuals to wear gloves (a personal protective equipment control).

The remainder of this section will outline some commonly used controls that you may consider when developing your COVID-19 plan.

**Example Control Statements**

<b>Sport Step</b>	<b>COVID-19 Hazards</b>	<b>Risk Rating</b>	<b>Control Measure</b>
Break the process into steps/tasks, listing work which may be hazardous.	List the hazard or type of harm identified with each step.		List the necessary control measures to be followed to eliminate / reduce the hazards.
Rowing pair carries boat to water.	Multiple internal people touching equipment.	Med	Rowers to wash hands prior to handling equipment.
Soccer team eats snacks provided by players parents	Sharing off possibly contaminated food. Multiple people touching the snack.	High	No shared snack time on game days.

The remainder of this section will provide example procedure control statements that you could tailor and implement to your organization. Organization XYZ has been imputed as a placeholder for clarity in some of these statements.

Restrictions for individuals in contact with people in self-isolation.

Individuals in contact with people in self-isolation must receive prior approval designated organization member prior to entering the facility. The designated member will determine eligibility based on the risk of exposure to the individual.



Self-Screening Form

Prior to entering the facility, each individual will complete a self-screening survey.

1. Have you travelled ANYWHERE outside Canada in the last 14 days?
2. Have you been in personal direct contact with anyone confirmed to be infected with COVID-19?
3. Are you exhibiting any symptoms of COVID-19? (Fever (above 38°C) Cough, Difficulty Breathing, Muscle Aches, Fatigue, Headache, Sore Throat, Runny Nose)

If you answer yes to any of these symptoms DO NOT ENTER THE FACILITY and contact your coach/supervisor to inform them of any absences.



**If you are experiencing symptoms:**

1. Visit Alberta Health Services' website and complete the self-assessment.  
<https://www.albertahealthservices.ca/topics/Page17058.aspx>
2. If your symptoms are consistent with COVID-19, contact your health care provider for further instructions.

Personal Hygiene Practices

Personal Hygiene Practices are used to reduce the transmission and therefore exposure to COVID-19.

The following practices must be followed by all staff and visitors:

1. Wash your hands often for at least 15 seconds, especially after you have been in a public place, after blowing your nose, coughing or sneezing, or using the toilet. If soap and water are not readily available use hand sanitizer.
2. Avoid touching your eyes, nose and mouth with unwashed hands.
3. Cover your nose and mouth with a tissue when you cough or sneeze, if you don't have a tissues, cough or sneeze into your upper sleeve or elbow.
4. Do not share drinking bottles, food dishes or cutlery.

Increased Access to Disinfectant Products

Provide increased access to disinfectant products. Organization XYZ is committed to provide disinfectant products. Disinfectant products will be provided and located in the main office. Disinfectant products include soap and water hand washing facilities, hand sanitizer, and/or disinfectant cleaners with paper towels.

While Organization XYZ will provide access to these additional disinfect products, it is reminded to employees that they are Organization XYZ property and must be used for organization purposes only.

#### Twice Daily Cleaning of Frequently Touched Surfaces

In line with public health directives, Organization XYZ will require at least twice daily cleaning of frequently touched surfaces using the disinfectant products previously explained. Surfaces should also be cleaned when they are visibly dirty in addition to the twice daily cleaning. Examples of frequently touched surfaces include:

1. Doorknobs and push bars including car handles
2. Elevator Buttons
3. Light Switches
4. Toilet Handles
5. Sink Handles
6. Shared equipment

#### Partake in Social Distancing

The Government of Canada defines social distancing as changes in your everyday routines in order to minimize close contact with others including:

1. Avoiding crowded places and non-essential gathering
2. Avoiding common greetings, such as handshakes
3. Limited contact with people at health risk (e.g. older adults and those with poor health)
4. Keeping a distance of at least 2 arm's length (approximately 2 meters) from others, as much as possible.

Organization XYZ will post the Appendix F: Social Distancing Poster from the Government of Canada in a conspicuous location in the office and/or shop. Site workers should review the poster during review of this procedure.

#### Use of Additional Personal Protective Equipment

While the previously identified procedures do meet the current requirements as outlined by the various government agencies, Organization XYZ may decide to provide additional personal protective equipment in some circumstances (e.g. as required by the project owner). This may include use of face shields or respirators during some work tasks.

#### Locker Room Controls

To reduce the spread of COVID-19 in shared locker rooms the following procedures will be implemented. First, game start times will be staggered so that no two teams are sharing a locker room at one time. Access to locker rooms will be limited to only the people scheduled for use at that time. Additionally, teams are required to leave the locker room as soon as possible following the end of a game to allow the next scheduled team access. Second, a quick cleaning of frequently touched surfaces will be cleaned prior to hand over to a new team. Finally, all team meetings should occur outside of the locker room to allow for social distancing during meetings.

#### **Re-Evaluate Risk Post-Controls**

When taking into account the determined controls, reassign a risk value to each hazard to determine the effectiveness of controls. Once controls are determined to be adequate or inadequate, who will be responsible to implement these controls.

The following examples are completed from past examples mention in this document.

<b>Sport Step</b>	<b>COVID-19 Hazards</b>	<b>Risk Rating</b>	<b>Control Measure</b>	<b>Risk Rating</b>	<b>Action</b>
Break the process into steps/tasks, listing work which may be hazardous.	List the hazard or type of harm identified with each step.		List the necessary control measures to be followed to eliminate / reduce the hazards.		Person who will ensure this happens.
Soccer Example: Hand out flags to linesman.	Multiple people touch commonly touched surfaces.	Med.	All linesmen to bring their own flags to avoid the sharing of equipment.	Low	Referees.
Basketball Example: Stand in line weight for your turn	In close contact with other people. Little knowledge about the precautions taken by individuals outside of the camp.	High	Limit the number of people in each line. Require social distancing between each participants.	Med.	Participants / Coaches.
Free-Weights Example: Return free weights to proper location for next person.	Touch shared small equipment.	High	Provide increase disinfectant. Participants to clean equipment after each use.	Low	Purchaser / Participants

### 5.0 MONITOR AND REVIEW

COVID-19 guidelines are regularly changing both from public and private authorities. Set a schedule that you will review your plan on (e.g. every two weeks and whenever the government rules change). During your review, ask the following questions:

1. Do the hazards determined still exist?
2. Have we implemented any new tasks or created any new hazards?
3. Are my controls being effective?
4. Have a received any feedback from my participants or organizer?
5. Does my plan comply with government, municipal, facility etc requirements?

The government’s response to COVID-19 is changing daily. Relevant changes will be communicated using either email, an Internal Communication Form (Appendix C), or by re-releasing the procedure, depending on the level of change.

### 6.0 CONCLUSION

The goal of this document, outlined for Sports Calgary by Spark Safety Solutions, is to aid organizations in the protection of their workers and the public during this COVID-19 crisis. This document provides you with a step by step approach to developing your own procedures through a risk assessment process. While all sports are different, COVID-19 prevention relies on the same premises throughout, including increasing social distancing, and decreasing contact both with people and equipment. We hope that through this document, the knowledge of the organizations, and the cooperation of participants, sports can run safely and smoothly in the coming days as we continue to fight COVID-19 together.

## 7.0 REFERENCES

- Government of Canada - [Pandemic Plans](#)
- Government of Ontario – Pandemic Preparedness
- Worksafe BC – Controlling Exposure: Protecting Workers from Infectious Disease
- CCOHS – Business Continuity Plan: Infectious Diseases
- Alberta Health services
- World Health Organization



**Appendix B: COVID-19 Internal Communication Form**

Date:
Purpose of this Communication:
Associated Government Link / Resource (if applicable):
Change to Policy/Procedure:
Any Additional Information:
Signed Off By:
Any additional questions can be sent to:

Appendix C: Social Distancing Poster

## SOCIAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

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**What does Social Distancing mean?**

This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

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**Here's how you can practice social distancing:**

- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ shop or take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family

If possible,

- ▶ use food delivery services or online shopping
- ▶ exercise at home or outside
- ▶ work from home



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**Remember to:**

- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often

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**If you're concerned you may have COVID-19:**

- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend self-isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

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FOR MORE INFORMATION:

@ [canada.ca/coronavirus](https://canada.ca/coronavirus)    ☎ [1-833-784-4397](tel:1-833-784-4397)





Public Health  
Agency of Canada

Agence de la santé  
publique du Canada



**Appendix D: How to Use Alcohol Based Hand Rub**

**How to Use  
Alcohol-based Hand Rub**

© 2019 Alberta Health Services  
If you have any questions or comments regarding this information please contact the Infection Prevention & Control Hand Hygiene Program at: [Hand.Hygiene@ahs.ca](mailto:Hand.Hygiene@ahs.ca)



- Roll up long sleeves and push up wrist accessories
- Apply a palmful of AHS-provided ABHR to hands
- Rub all surfaces of your hands and wrists



- Include palms, fingers, fingertips and thumbs
- Rub until hands are completely dry



*\*Periodically apply AHS-provided hand lotion for skin integrity.\**

Adapted with permission from The World Health Organization

Original date: May 2017  
Revised date: April 2019

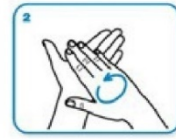




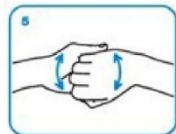
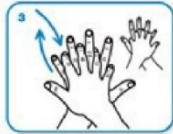
**Appendix E: How to Wash Hands**

**How to Hand Wash**

© 2019 Alberta Health Services.  
If you have any questions or comments regarding this information please contact the Infection Prevention & Control Hand Hygiene Program at: [Hand.Hygiene@ahs.ca](mailto:Hand.Hygiene@ahs.ca)



- Roll up long sleeves and push up any wrist accessories
- Wet hands with warm water
- Apply enough soap to cover surfaces of the hands



- Vigorously rub soap over palms, backs of hands and wrists
- Include space between fingers, fingertips and thumbs
- Procedure should take 15 to 30 seconds



- Rinse under warm, running water
- Pat hands dry with disposable towel
- Turn tap off with the disposable towel

*\*Periodically apply AHS-provided hand lotion for skin integrity.\**

Adapted with permission from The World Health Organization

Original date: May 2017  
Revised date: June 2019



## Appendix F: Guidelines for Cleaning Public Facilities

### COVID-19 Public Health Recommendations for Environmental Cleaning of Public Facilities

#### Public Health Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community

This document is to support owners and operators of public facilities with general cleaning and disinfection considerations as it relates to COVID-19. For general information on COVID-19 or to find site specific resources, please visit: [ahs.ca/covid](https://ahs.ca/covid).

##### General Cleaning

- Increase daily cleaning and disinfection of common areas and surfaces. Pay particular attention to door knobs, light switches, staff rooms, desktops, washrooms and other high touch surfaces.
- Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface.
- Disinfecting refers to using chemical to kill germs on surfaces. This is most effective after surfaces are cleaned. Both steps are important to reduce the spread of infection.
- Use a **disinfectant** that has a Drug Identification Number (DIN) and a virucidal claim. Be sure to follow the instructions on the label to disinfect effectively.
- Alternatively, you can make a 1000ppm bleach water solution by mixing 20 ml (4 teaspoons) of unscented, household bleach with 1000 ml (4 cups) of water. Ensure the surface remains wet with the bleach water solution for 1 minute.
- Be sure to take the appropriate precautions when using chemicals for cleaning and disinfecting. Consult the product's Safety Data Sheets.

##### Prevention

- [Wash your hands often and well](#)
- Avoid touching your face, nose, or mouth with unwashed hands
- Avoid close contact with people who are sick
- Clean and disinfect surfaces that are frequently touched
- Stay at home and away from others if you are feeling ill
- [When sick, cover your cough and sneezes and then wash your hands](#)

##### Enhanced Measures

- In the event of a cluster of illness in a specific public facility, please adhere to any additional recommendations provided by Public Health at that time.

COVID-19 Environmental Cleaning of Public Facilities Recommendations • 2

References:

Alberta Health Services Infection Prevention and Control  
Centers for Disease Control and Prevention: Coronavirus Disease 2019 (COVID-19)

**For more information, please contact your nearest Environmental Public Health office.**

Edmonton Main Office	780-735-1800	Grande Prairie Main Office	780-513-7517
Calgary Main Office	403-943-2288	Red Deer Main Office	403-356-6366
Lethbridge Main Office	403-388-6689	www.ahs.ca/eph	PUB-0568-202004

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## Appendix E: Additional Resources

### YOUTUBE VIDEOS

Novel CoronaVirus (2019-nCoV) - World Health Organization

[https://www.youtube.com/watch?time\\_continue=28&v=mOV1aBVYKGA&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=28&v=mOV1aBVYKGA&feature=emb_logo)

How to Protect Yourself Again COVID-19 - World Health Organization

[https://www.youtube.com/watch?time\\_continue=15&v=1APWq1df6Mw&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=15&v=1APWq1df6Mw&feature=emb_logo)

### GOVERNMENT RESOURCES

Canada's COVID-19 Economic Response Plan: Support for Canadians and Businesses – Government of Canada

<https://www.canada.ca/en/department-finance/news/2020/03/canadas-covid-19-economic-response-plan-support-for-canadians-and-businesses.html>

Coronavirus disease (COVID-19): How to care for a person with COVID-19 at home – Advice for caregivers – Government of Canada

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/how-to-care-for-person-with-covid-19-at-home-advice-for-caregivers.html>

Recommended Guidance for Extended Use and Limited Reuse of N95 Filtering Facepiece Respirators in Healthcare Settings – United States Centre for Disease Control (CDC)

<https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html>

Hand Hygiene – Alberta Health Services <https://www.albertahealthservices.ca/info/Page14955.aspx>

Alcohol Based Hand Rub Guidelines – Alberta Health Services

<https://www.albertahealthservices.ca/info/Page14944.aspx>

Hand Hygiene Posters – Albert Health Services

<https://www.albertahealthservices.ca/info/Page14957.aspx>