

June 24, 2020

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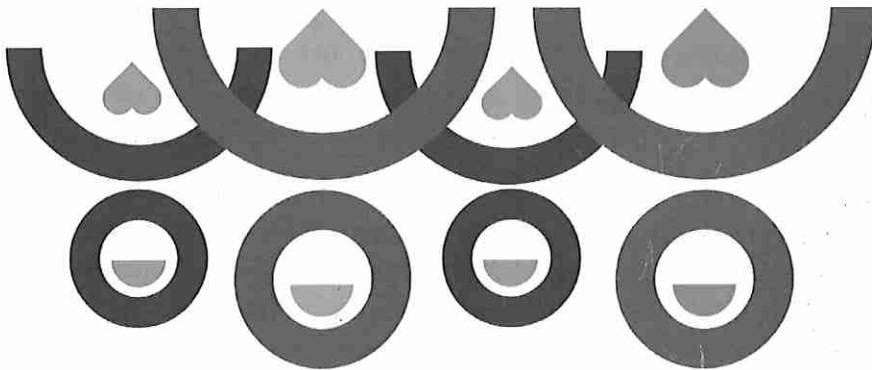
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COVID-19 RETURN TO THE WORKPLACE RISK ASSESSMENT,
DURHAM REGION COURTHOUSE (LIEUTENANT-COLONEL SAMUEL S.
SHARPE, DSO, MP COURTHOUSE), 150 BOND STREET, OSHAWA,
MINISTRY OF THE ATTORNEY GENERAL



INTRODUCTION

Public Services Health and Safety Association was contacted by Samantha Poisson, Executive Director, Recovery Secretariat, Ministry of the Attorney General, and Ron Kelusky, Chief Prevention Officer and Assistant Deputy Minister, Ministry of Labour Training and Skills Development regarding support for the Phase 1 re-opening to in person appearances in Ontario's courthouses.

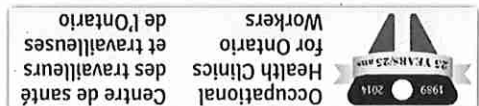
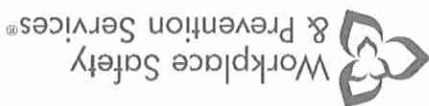
This COVID-19 risk assessment was completed for the courthouse at 150 Bond Street, Oshawa, on June 17, 2020 by Rob Oliver HBSc MHSc CRSP, Health and Safety Consultant at Public Services Health and Safety Association. During the onsite assessment the following justice sector participants attended the assessment:

- Greg O'Driscoll, Crown Attorney
- Justice Woodley, SCJ
- Justice Adamson, OJ
- Justice Coopersmith, Justice of the Peace
- Kelly McDelmott, OBA
- Janice Tobin, JHSC Worker Co-Chair
- Gord O'Blengs, Durham Region Police Service
- Stephen Gilding, Legal Aid Ontario
- Mark Jacula, Durham Region Law Association
- Rebekah McNeil, Manager of Court Operations

The Ontario Court of Justice and Superior Court of Justice have transitioned to remote appearances since March 27 and March 17, 2020 respectively due to the COVID-19 pandemic. On the direction of the Superior Court of Justice and the Ontario Court of Justice, there will be a gradually resumption of in-person proceedings starting on Monday July 6, subject to public health advice. 4 OJ and 2 SCJ courtrooms have been identified by the Judiciary at the Durham Courthouse, 150 Bond Street, Oshawa and are included in the phase 1 reopening. The purpose of this COVID-19 risk assessment is to identify the current controls in place at the courthouse and to identify additional measures that should be implemented to ensure safety for MAG staff and justice sector participants.

COMPLETED IN PARTNERSHIP WITH

This project was completed in partnership with Ontario's Health and Safety System partners Infrastructure Health and Safety Association, Workplace Safety North, Workplace Safety and Prevention Services and Occupational Health Clinics for Ontario Workers.



COVID-19

The major risks associated with COVID-19 are transmission of illness from one person to another by close contact (less than 2 metres), contact with contaminated surfaces and contact with contaminated objects. While it is expected that proactive screening practices for signs and symptoms of COVID-19 will reduce the risk of ill individuals accessing the courthouse, it is known that transmission can occur prior to the onset of symptoms, or by people who have the virus and are not displaying any symptoms and therefore are not aware they pose a risk to others. (<https://www.publichealthontario.ca/-/media/documents/covid-19/wkstf/2020/01/what-we-know-asymptomatic-infection-transmission.pdf?la=en>)

To mitigate the risk of exposure to COVID-19 it is ideal to maintain 2 metres distance between people. In the event that workers in a workplace (OHS s.1(1)) are required to be closer than 2 metres to another person, an engineering control, such as a plexi barrier can be used to prevent the droplets from one person reaching the mucous membranes (eyes, nose or mouth) of the other person. When there is a physical barrier and people are within 2 metres, personal protective equipment is not required. When workers in a workplace (OHS s.1(1)) are in close contact (within 2 metres) with another person and a barrier is not present, personal protective equipment is used to prevent droplets from one person reaching the mucous membranes of the other person.

SCOPE OF WORK AND GENERAL GUIDANCE

The following physical areas of the courthouse were considered in this risk assessment:

- Courtrooms: OCJ 101, OCJ 105, SCJ 205, SCJ 208, OCJ 407, OCJ 409
- Security Screening area
- Public information counter
- Washroom
- Elevator
- Interview room
- Public Seating area
- Holding cell area
- Crown's office waiting area
- JP Offices – Intake Court

The following elements were not included in the scope of work for this assessment. Where applicable, general guidelines are included for consideration. Please note that PSHSA did provide input on some draft documents (Enhanced Cleaning and PPE use), however a full review of the Ministry of the Attorney General and OPS policies, procedures and processes related to COVID-19 was not completed.

HVAC SYSTEM

A HVAC System Audit is out of scope for the COVID-19 health and safety risk assessment. Planned site level HVAC reviews are underway by IO Property Services. PSHSA provided a general HVAC questionnaire to IO Property Services to be included in their site level HVAC reviews; included in Appendix A.

DAILY ENHANCED CLEANING

Daily enhanced cleaning is performed by IO Property Services on behalf of the Ministry of the Attorney General to the standard outlined in the *COVID-19 Enhanced Cleaning Reference Chart-MAG Facilities*. The procurement of cleaning products is managed by IO Property Services. Specific products used in this courthouse were not evaluated. IO Property Services is ensuring that cleaning products meet the Health Canada's list of hard-surface disinfectants and hand sanitizers with evidence for use against COVID-19. Please pay special attention for cleaning of Plexiglas barriers to ensure there is no damage to the product that will reduce visibility. Where there are shared workstations it is best practice to clean surfaces between different users.

DOCUMENT AND EXHIBIT HANDLING

The justice sector relies heavily on paper based documents and physical exhibits. The handling of all documents within the courthouse was not specifically assessed. At this time, it is not certain how long COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. Preliminary information on COVID-19 suggests that the virus may persist on surfaces for a few hours or up to several days depending on different conditions, such as:

- temperature
- type of surface
- humidity of the environment

In order to protect justice sector workers from COVID-19, make sure to practice good hand hygiene including frequent handwashing and use of hand sanitizer following contact with documents and exhibits. Justice sector workers should avoid touching their face, eyes, nose or mouth after handling documents or exhibits prior to hand hygiene.

FITNESS FOR WORK POLICIES

Justice sector workers should self-monitor for COVID-19 symptoms. Justice Sector workers should stay home if feeling ill or meet the requirement for self-isolation due to travel or exposure. If symptoms are detected, the unwell person should immediately distance them self from others and go home. Ensure that the supervisor is notified so that they may enact follow notification requirements required by the employer's procedures, Occupational Health and Safety Act notification protocols and Public Health requirements.

OFFICE AREAS

A full review of all office areas at the courthouse was not included in this assessment. One intake office used by JPs was reviewed at the request of Justice Coopersmith and is included in the risk assessment summary table below. All office areas including MAG staff work areas, Judge's chambers, Crown offices and police services offices (adjacent to the holding cell area) are referred to the best practices outlined in *Guide to the Gradual Re-Opening of the OPS Workplace: Facilities/Accommodations* (v3 draft dated June 12, 2020) prepared by Infrastructure Ontario to support government's gradual re-opening of the workplace in a safe and effective manner across both the owned and leased portfolio of government real estate.

The *OPS Grow* includes guidelines for workspace protocols, building operations, communications, security, building leads and coordination between Ministries. The local courthouse management is encouraged to reference and implement *Section 01 of OPS GROW: Facilities/Accommodations* for capacity in Open Work Environments and Closed Work

TRANSPORTATION OF PERSONS IN CUSTODY

The risk assessment considers the Courthouse only. Considerations for transportation of persons in custody between the correctional institution and the courthouse are under the jurisdiction of the Ministry of the Solicitor General and are outside the scope of this assessment.

SCREENING AND TRACKING

It is best practice to include the following elements for screening and contact tracing.

Implement a pre-screening process to notify all justice sector participants who are required to attend a courthouse in person that they:

- should self-screen before attending
- will be required to complete passive and active screening upon entry, and
- follow hand hygiene and physical distancing public health measures at all times.

Passive screening includes posting signage at points of entry to inform people about specific protocols including COVID-19 case definition self-administered questions. Active screening occurs when a staff member asks the current COVID-19 case definition screening questions upon entry to the building.

The Ministry of Health recommends that employers maintain accurate shift records and up-to-date contact information for employees and communicate with staff and other stakeholders, as needed, when there is an outbreak (Ontario Ministry of Health COVID-19 Guidance: Workplace Outbreaks Version 1 June 11, 2020). In the context of in-person appearances at courthouses, consider implementing a sign in and contact process for all justice sector participants including which areas of the courthouse they will be accessing.

MENTAL HEALTH RESOURCES AND RECOMMENDATIONS

The uncertainty and unpredictability of this pandemic can be anxiety inducing for many. We must prepare for the fact that numerous people will return to work, or are already working, while experiencing new or existing mental health challenges. Anxiety related to the possibility of exposing family members or themselves to COVID-19; reintegrating to a modified workplace, with new rules and protocols, are all real concerns for many, and can lead to additional stress in the workplace.

There are a number of resources available for employers to help support the mental health of their employees, as well as many resources available to individuals who may be suffering from stress and anxiety related to COVID-19.

The Mental Health Commission of Canada has outlined a number of ways in which employers can help their teams during COVID-19. The Canadian Mental Health Association has outlined a number of ways in which individuals can cope with stress and anxiety through these difficult times.

Accept that it's okay to be worried; it's normal to feel some anxiety about a situation like this. Refer to Appendix B for additional mental health resources.

METHODOLOGY

In order to complete this assessment the health and safety consultant attended the courthouse, identified the work activities completed and justice sector participants impacted by use of the area. For each area and activity the potential risks of exposure to COVID-19 and contributing factors were identified using the PEMEP Model. PEMEP takes into account the People, Equipment, Materials, Environment and Process factors that contribute to occupational exposure to risk to a persons' health or safety (see: Figure 1 PEMEP Model).



Figure 1 PEMEP Model

Consideration was given to the requirements under the Occupational Health and Safety Act and applicable Chief Medical Officer of Health recommendations to prevent the spread of COVID-19. Both the employer and supervisor in a workplace have a duty to "take every precaution reasonable in the circumstances for the protection of a worker" (OHS 25(2) (h) and 27(2) (c)).

All infection prevention and control measures that were in place at the time of the assessment were noted. With the current control measures in place, the likelihood of exposure and potential severity of COVID-19 infection was evaluated using the risk matrix below (see: Figure 2 Risk Assessment Matrix). The outcome of high, medium or low risk is noted in the risk assessment table. It is a best practice for employers to evaluate the residual risk after

Risk Assessment Matrix		Severity Rating				
Likelihood Rating		Negligible	Minor	Moderate	Severe	Critical
		Very Likely	Medium	Medium	High	High
Likely	Medium	Medium	Medium	High	High	High
	Low	Medium	Medium	Medium	High	High
Possible	Low	Low	Medium	Medium	Medium	High
	Low	Low	Low	Medium	Medium	Medium
Unlikely	Low	Low	Low	Low	Medium	Medium
	Low	Low	Low	Low	Low	Medium
Highly Unlikely		Low	Low	Low	Low	Medium

Figure 2 Risk Assessment Matrix

proposed controls are implemented to ensure that risk is lowered, controls are effective and no new health and safety hazards are created.

In order to further reduce the risk, gaps were identified and additional controls to manage or minimize the risk of exposure to a worker are provided for consideration. All recommendations consider legislated requirements, standards and best practices and the hierarchy of controls (Figure 3 Hierarchy of Controls). In the hierarchy of controls as you move to the right of the diagram, the controls become less effective in eliminating or removing the hazard before it reaches the worker. Personal protective equipment is considered the least effective control.

The table below explains the hierarchy of controls in more detail.

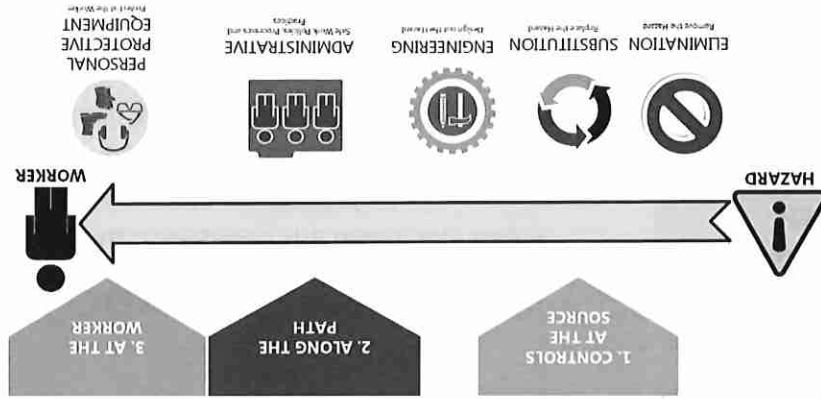






Figure 3 Hierarchy of Controls

 <p>ELIMINATION Remove the Hazard</p> <p>Elimination is the preferred control as it is the most effective. The hazard or risk of exposure is removed from the workplace.</p>	 <p>ENGINEERING Design out the Hazard</p> <p>Engineering controls include physical changes to the work environment that contain or isolate the source of the hazard.</p>	 <p>ADMINISTRATIVE Safe Work Rules, Procedures and Practices</p> <p>Administrative controls are a change to the way the work is done and can include policies and procedures.</p>
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 <p>PERSONAL PROTECTIVE EQUIPMENT</p>	<p>PPE is the last choice in the hierarchy of controls. With respect to COVID-19, PPE is required only when a 2m distance cannot be maintained. COVID-19 is transmitted through droplet and contact transmission; therefore the mucous membranes (eyes, nose, and mouth) need to be protected.</p> <p>PPE includes face shield or goggles and a face mask (surgical/procedure mask).</p>
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RISK ASSESSMENT RESULTS

The following tables identify the potential risk of exposure, existing controls, risk level and proposed controls to mitigate risk of COVID-19 transmission in the workplace for the following areas: Security Screening; Public Information Counter; Public Seating Area; Elevators; Washroom; OCI Courtrooms 101, 105, 407, 409; SCJ Courtrooms 205, 208; Interview Rooms; Holding Cell area; Crown Attorney waiting area; JP Offices – Intake Court.

SECURITY SCREENING

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
Queuing	Members of the public queue prior to entering security screening. Compliance with physical distancing by members of the public may vary. Justice Sector workers have separate entrance that bypasses the public queuing area.	Constables visually monitor queuing area for compliance. Evaluate compliance with queuing as in-person appearance for matters resume at courthouse.	Medium	Signage at courthouse entrance (Installation 1A). Hand sanitizer stations recommended at building entrance and queuing area (Installation 1B) Post signs in courthouse regarding distancing (Installation 1C). Install physical distancing floor markers along the stanchion-lined queuing area. Use the accessible access door only for public entry to the

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
Screening Personal Items	Members of the public place personal items in the bin which passes through the x-ray. After member of the public retrieves items from the bin, constable manually transfer empty bins to the start of the line. Bins are handled by all constables working in the security screening area and could be contaminated. Typically members of the public do not touch bins, however this may occur infrequently.	Constable transporting bins maintains 2m distance from colleagues and public. Install signage (2C) regarding physical distancing and Ministry of Health COVID-19 protection.	Medium	Install physical barriers separating work area from public (Installation 2A). Consider suspended physical barrier rather than permanent affixed barrier to allow for rapid officer response to queuing area. Make hand hygiene supplies (sanitizer) available in the work area and at the end of the screening area (Installation 2B). Include reminder of hand hygiene moment in daily shift briefing.

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
Secondary Screening with wand	Constable is required to be within 2m to complete secondary screening for individuals who had positive result with metal detector. The COVID-19 status and identity of members of the public is not known. The COVID-19 status of justice sector workers entering the building is unknown.	PPE provided (gloves, face mask, eye protection) when officers are within 2 m of member of the public. Internal training provided on donning/doffing PPE, use and limitations.	Low	Implement enhanced cleaning protocols in security area including bins. Post passive screening signage at building entrance (Installation 1A). Recommend active screening by asking COVID-19 screening questions per Ministry of Health case definition prior to secondary screening. Provide additional training and communication regarding proper use of <u>hand sanitizer</u> following <u>doffing</u> of PPE. PPE, including face shield or goggles and a face mask (surgical/procedure mask), is the last choice in the hierarchy of controls. With respect to COVID-19, PPE is required only when a 2m/6ft distance cannot

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
				be maintained or a barrier is not in place.

COURTROOM OCJ 101; OCJ 105; SCJ 205; SCJ 208; OCJ 407; AND OCJ 409.

When different people are using shared workstation such as counsel tables or witness stand, clean common surfaces between users.

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
Courtroom Public Seating/ Waiting Area	Members of the public will be waiting prior to entering the courtroom. Compliance with physical distancing and hand hygiene by members of the public may vary.	Seating in public waiting areas taped off.	High	Install hand sanitizer station outside of courtrooms, public entrance and staff entrance. Refer to installation #7a. Install signage regarding seating and distancing measures, Refer to installation #7b. Ensure that there is 2m/6ft between rows of public seating. Options to move, remove or tape off seating that does not allow for physical distancing. Refer to installation #7c.

Judicial Dais	While proceeding over the courtroom the Judge may be in close proximity (less than 2 metres) from witnesses and clerk/reporter	No existing controls observed during time of assessment.	High	Install barrier between judge and witness box, between judge and clerk/reporter desk, and between the judge and Court Service Officer (CSO). Ensure that barrier extends to full length of judicial dais. Refer to installation #13a and drawings entitled: OCI 101; OCI 105; SCI 205; SCI 208; OCI 407; and OCI 409.
Witness box	While providing testimony, the witness may be in close proximity (less than 2 metres) from the judge.	No existing controls observed during time of assessment.	High	Install barrier between witness box and judge and between witness box and counsel who may be communicating with the witness. Ensure that barrier extends to the access door on the side where counsel will address the witness with documents and/or evidence. Refer to installation #11a. Refer to drawings entitled: OCI 101; OCI 105; SCI 205; SCI 208; OCI 407; and OCI 409 for barrier placement locations.

				Ensure travel path to witness box is communicated to witness prior to proceedings, or consider marking travel pathways.
Witness box	There is a risk of contamination from one witness to another if area is not cleaned between witnesses	No existing controls observed during time of assessment.	High	Provide cleaning products and disposal containers at the witness box to allow for sanitization between witnesses. Refer to installation #11b.
Clerk/Reporter Desk	Clerk/reporter may be in close proximity (less than 2 metres) from witnesses, counsel and the judge	No existing controls observed during time of assessment.	High	Install barrier between clerk and reporter work stations; between Clerk/Reporter Desk and Judicial Dais and between Clerk/Reporter Desk and counsel table. Ensure that barrier extends 30cm/12in past the edge of the desk at clerk/reporter desk and counsel tables. Refer to installation #12 and drawings entitled: OCI 101; OCI 105; SCI 205; SCI 208; OCI 407; and OCI 409 for barrier placement locations.

Counsel Table	Counsel will be in close proximity (less than 2 metres) from other counsel members, witnesses and the clerk/reporter	No existing controls observed during time of assessment.	High	<p>Mark 2 metre distancing at counsel table to ensure distancing is achieved between work stations and other counsel tables. Refer to installation #10a.</p> <p>Ensure barriers between work stations extend 30cm/12in past the desk surface to provide a physical barrier while the counsel member is seated in their chair. Refer to installation #10b</p> <p>Install fixed barriers between multiple counsel tables and to each side of the lectern and portable barriers between counsel work stations. Refer to drawings entitled: OCI 101, OCI 105; SCJ 205; SCJ 208; OCI 407; and OCI 409 for barrier placement locations.</p>
Public Gallery Seating	The Public seating area allows for close proximity (less than 2	No existing controls observed during time of assessment.	High	Install Signage regarding seating and distancing measures. Refer to installation # 9a.

	metres) from other members of the public			Ensure that there is 2m/6ft between public seating. If there are back-to-back rows of seats, ensure 2m/6ft distance is observed when selecting seating in one row vs seating in the backing row. Refer to installation # 9b.
Courtroom travel pathways	Witnesses, interpreters, persons in custody and therapy dog handlers may need to travel close to workstation of counsel, reporters and clerks.	No existing controls observed during time of assessment.	High	Install barriers at clerk/ reporter desk and counsel tables if they border the pathway taken by persons approaching the bench or witness stand. Refer to drawings entitled: OCJ 101; OCJ 105; SCJ 205; SCJ 208; OCJ 407; and OCJ 409 for barrier placement locations. If this is not possible consider additional measures like seating persons away from pathway, temporarily having them stand and move 2 metres away, or don PPE as a last resort. Mark 2 metre distance from the witness stand and instruct crown and counsel watch their

				positioning in the court during questioning (consider marking areas where they should stand). Consider installing travel direction signs for entering and exiting the bar area from the public gallery, especially for larger, busier courtrooms.
Therapy Dogs	In some instances a therapy dog is provided for a witness or victim when giving testimony.	No existing controls observed during time of assessment.	Medium	Provide marking on the floor for Therapy Dog handler area adjacent to the witness dais. If required work in advance with service providers to ensure all animals have a leash so the handler can retain control of the dog while maintaining minimum 2m/6ft distance from the witness in the dais or anyone else in the courtroom. If required, develop an operating guideline that clearly communicates that all animal handlers shall stand at least 2m/6ft from the witness and all

				<p>persons in courtroom during proceedings.</p> <p>If required, develop a standard process for access and egress from the witness dais to maintain 2m/6ft distance from clerk, reporter, crown and counsel and all persons in the court room during the path of travel (this may require counsel, who may be seated close to the pathway, to stand and move).</p>
SCJ Prisoner Boxes		<p>The prisoner boxes in SCJ courtroom 205 and 208 are enclosed with a clear plastic/plexiglass barrier.</p>	Low	<p>Although the risk of exposure to court staff is low, the prisoner boxes currently in courtrooms 205 and 208 are only of sufficient size to accommodate one accused. For trials with multiple accused it is recommended that larger prisoner boxes currently in other courtrooms be re-located to allow for sufficient spacing for the accused while seated.</p>

INTERVIEW ROOM

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
Interview/ counselling of Courthouse attendees	Persons attending the courthouse may need to have private conversation with courthouse personnel leading to risk of contamination due to close proximity or contaminated surfaces	No existing controls observed during time of assessment	High	<p>Assess room size for ability to distance (2 metres) and mark room capacity on the door. Refer to installation signage #8a. Where possible- remove excess chairs to reduce risk of overcrowding.</p> <p>Provide hand sanitizer in the room and post signage regarding use of hand sanitizer. Refer to installation signage #2c "MOH" What you need to Know...</p> <p>Install barrier (refer to table top installation barrier # 8b) in middle of table. Ensure courthouse staff sit at the position closest to the door so they have easy egress in case the participant does not follow distancing protocols or becomes aggressive.</p> <p>If room does not allow attendees to maintain 2 metre distance-</p>

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
				consider closing off the room and using alternate rooms for interviews or using an outdoor seating area that still maintains privacy. If that is not possible, staff using the room must wear PPE (mask and eye protection) and limit the time in the interview as much as possible.

WASHROOMS

The men's and women's washrooms public washrooms on the first floor were observed. Local recovery teams are encouraged to verify that controls listed below are applied to all public and staff washrooms in the courthouse.

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
Queuing	Washroom capacity is limited. Individuals queue in hallway outside washroom. Compliance with physical distancing while queuing is variable. The	No existing controls observed during time of assessment	Medium	Queuing area is marked on the floor with physical distancing markers (Installation 6C).

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
	volume of people likely to use this washroom when the courtroom opens for in person appearance is anticipated to be low.			
Distancing	This washroom layout would have individuals come within 2 m of each other while using adjacent urinals or sinks.	No existing controls observed during time of assessment	Medium	Alternate urinals, stalls and sinks are blocked to maintain physical distancing in the washroom (Installation 6D) Implement enhanced cleaning protocols for washrooms. Exhaust ventilation systems of toilets should always be kept on 24/7, and make sure that under-pressure is created. Post signs on washroom doors indicating capacity (Installation 6b).
Hand Hygiene	Hand sanitizer stations were not observed		High	Install hand sanitizer outside of washrooms (modified installation 6f).

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
	adjacent to the washrooms.			Install handwashing signage as per installation 6e.
Water Fountains	Use of water fountains by the public or Justice Sector staff poses a potential risk of transmission from a shared surface.	Water supply to water fountains throughout the courthouse has been shut off.	Low	All water fountains to be taped off. Refer to installation 6a.

PUBLIC SEATING AREA

The public seating outside courtrooms 101 and 105 were observed. Local recovery teams are encouraged to verify that controls listed below are applied to all public seating areas in the courthouse.

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
Distancing	There are several benches of fixed seating located throughout the courthouse. If all seats are occupied,	Public seating outside courtrooms 101 and 105 has been taped off to encourage physical distancing.	High	Distancing signage in the public seating areas has been posted (Installation 3b, 7b) Ensure that there is 2m/6ft between rows of public seating

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
	appropriate distancing will not be maintained.			when they face each other – if not, one row of seating must be taped off, as it cannot be used If there are back-to-back rows of seats, ensure 2m/6ft distance is observed when selecting seating in one row vs seating in the backing row. Refer to installation #3c and #7c
Hand Hygiene	Hand hygiene is a measure to reduce the spread of COVID-19. Hand sanitizer stations were not observed in the public seating areas.	No existing controls observed during time of assessment.	High	Install hand sanitizer stations in public seating areas to facilitate hand hygiene throughout the courthouse. Refer to installation #3a.

ELEVATORS

The four public elevators in the Durham Courthouse were observed. Local recovery teams are encouraged to verify that controls listed below are applied to all public, staff and freight elevators in the courthouse.

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
Queuing	Staff, members of the public and justice sector partners access elevators within the courthouse. In order to maintain distancing in the elevator, people may be required to wait for the elevator.	No existing controls observed during time of assessment.	Medium	Queuing area at elevator with distancing markers (Installation 5b).
Capacity and Distancing	In order to maintain distancing, elevator capacity should be reduced from the capacity listed on the TSSA Elevating devices license.	No existing controls observed during time of assessment.	High	The footprint of the public elevators measures approximately 6 ½ ft X 5 ½ ft. Limiting capacity to 2 occupants while maintaining physical distancing is possible and is reliant on occupants behaving accordingly. Install distancing markers on the elevator floor to encourage

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
				2m distance between occupants (Installation 5e). Install distancing and capacity signage on the elevator lobby wall near the elevator buttons (Installation 5a).
Hand Hygiene	Hand hygiene is a measure to reduce the spread of COVID-19.	Hand sanitizer stations were not observed adjacent to the elevator.	High	Install hand sanitizer stations adjacent to elevators (Installation 5c).

HOLDING CELLS

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
Interview Rooms	Justice Sector Staff use interview rooms to speak with persons in custody.	Interview rooms are modern and feature solid barrier separating staff and the person in custody. Separate entrances for the accused and staff.	Low	Implement enhanced cleaning.
Justice Sector Sign in at Holding Cell Area	Justice sector partners sign in to holding cell in order to meet with clients in custody.	Staff are behind a raised counter and physical distancing is ensured.	Low	Provide hand hygiene station or portable containers of hand sanitizer.
Movement between holding cells and courtrooms	Secure hallways are wide. There are dedicated elevators. Normally 1 constable escorts each individual person in custody during transit. It is sometimes necessary to	Person in custody is escorted by special constable with some physical touch (hand on elbow). PPE (mask, face shield and gloves) are worn by the special constable. There are numerous holding cells, plus each	Medium	No further controls proposed.

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
	<p>have 2 constables escort one person in custody.</p> <p>A number of persons in custody can be moved at one time, depending on court requirements and special constable staffing.</p>	<p>courtroom has a designated cell adjacent to the courtroom.</p> <p>Distancing is maintained in elevators. Only one person in custody transported in each elevator. There are numerous elevators that service various sections of the courthouse.</p>		
Hand hygiene	<p>Long corridors throughout the cells area have no hand sanitizing stations. Special constables and those in custody may require hand cleaning as they move to/from court and the cells.</p>	<p>No controls currently in place.</p>	Medium	<p>Install a number of hand sanitizing stations along the corridors in the cells area.</p>

ADDITIONAL AREAS ASSESSED

Activity/Consideration	Potential Risks of Exposure	Existing Controls	Risk Level	Proposed Controls
Justice of the Peace Intake offices	Close proximity to members of the public during meetings	No existing controls	High	Install physical barriers to separate JP seating area and the public. Refer to diagram entitled "Justice of the Peace Intake Office" for placement of barriers.
Crown Attorney office waiting area	Overcrowding of waiting area with no means to ensure physical distancing.	No existing controls	High	Consider removing seating from this area, installing max occupancy sign on door, and install floor markings to encourage physical distancing while queuing. Refer to diagram entitled "Crown Attorney Waiting Area".

APPENDIX A: VENTILATION CHECKLIST (COVID-19)

The following checklist has been developed by the Occupational Health Clinic for Ontario Workers for this project to be used as a guide. Pertinent questions are suggested that can be used to assess the suitability of ventilation in each of the courtrooms that are to be occupied.

According to ASHRAE: "Statement on airborne transmission of SARS-CoV-2. *"Transmission of SARS-CoV-2 through the air is sufficiently likely that airborne exposure to the virus should be controlled. Changes to building operations, including the operation of heating, ventilating, and air-conditioning systems, can reduce airborne exposures"*. Therefore, engineering or control via ventilation is critical and provides a higher order control.

Question	Yes / No	Comments	Reference
Has the Hierarchy of Controls (HOC) been used to implement physical distancing, appropriate engineering, administrative, and personal protective equipment (PPE) options in that order (Refer to CDC worker protection tool 1) based on a risk assessment?			1.
Ask about the status of the HVAC system. For example: Is it running properly? What service does it need? Are its parts clean? Does anything need to be done to make the system work more effectively? Are the Plans and Specifications		Check in with the person in charge of the day to day operation of the heating, ventilating and air conditioning (HVAC) system.	9.

Question	Yes / No	Comments	Reference
<p>Can the ventilation system be modified to increase ventilation rates or the percentage of outdoor air that circulates into the system?</p>		<p>In buildings with mechanical ventilation systems extended operation times are recommended. Change the clock times of system timers to start ventilation at nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time.</p> <p>Where in-demand ventilation systems cannot be converted: change CO2 set point to lower, 400 ppm value, in order to assure the operation at nominal speed (where applicable).</p> <p>Preferably keep the ventilation on 24/7, with lowered (but not switched off) ventilation rates when people are absent. In buildings that have been vacated due to the pandemic (some areas offices rooms) it is not recommended to switch ventilation off, but to operate continuously at reduced speed.</p> <p>Exhaust ventilation systems of toilets should always be kept on 24/7, and make sure that under-</p>	1.

Question	Yes / No	Comments	Reference
Ensure the integrity of the water supply system after a prolonged shutdown since standing water may lead to microbial contamination of the HVAC system.			1.
What are the air changes per hour (ACH) for each room?			1.
Does the ventilation rate meet minimum ventilation rates as per ASHRAE 62.1 2019?			1.

Question	Yes / No	Comments	Reference
Can outdoor air ventilation be increased (disable demand-controlled ventilation and open outdoor air dampers to 100% as indoor and outdoor conditions permit)?			1.
Can the ventilation rate be increased by providing more outside (fresh) air to more highly (continuously) occupied rooms?			General
Ensure all supply and return grilles and registers to be sure they are open, operating properly and that air is flowing through them when the system fan is on and locations are located on drawings.			9
Ensure outdoor air intakes are clean, open and not blocked by bushes, defective louvers, etc.			9
Is special attention being given to ventilation in toilets?		Keep toilet ventilation 24/7 in operation. Avoid open windows in toilets to assure the right direction of ventilation. Instruct building occupants to flush toilets with closed lid.	10
Can the airflow direction be transferred from less occupied spaces (courtrooms) to public			11

Question	Yes / No	Comments	Reference
areas such that the courtrooms are under positive pressure?			
Can demand control ventilation (DCV) be disabled so that there is a constant supply?			General
Can filters be upgraded to MERV 13 or higher filter rating?			General
Can more windows be opened allowing natural and fresh outside air without impeding relative humidity and temperature? (With the exception of toilets where exhaust fans are operating).			General
Are the filters appropriately installed?			General
Has a check been carried out to make sure there is a seal around the edge of the filters to ensure that there is no by-pass (short-circuit) of air?			General
Are the filters within their service life?			General
Can the system be run for longer hours, 24/7, to enhance air changes in the building space?			General

Question	Yes / No	Comments	Reference
Where possible ensure that offices are not occupied by more than one person or if this is not possible provide appropriate distancing and/or physical barriers.			General
Is the RH maintained between 40% and 60% which according to scientific literature generally reflects the most unfavorable survival for microorganisms			4
Can portable room air cleaners be added with HEPA or high-MERV filters with due consideration to the clean air delivery rate if required?			4
During shut down the HVAC systems should not be completely shut down in any building where the building is being unoccupied for any length of time if the intent is to re-occupy the building in the future.			5
Is there a program of duct cleaning?		The standard ANSI/ASHRAE 180-2018, Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems, covers good practices for inspecting and maintaining HVAC systems and AHE for the purpose of	7

Question	Yes / No	Comments	Reference
Where duct cleaning is required, is the company a qualified to properly clean the HVAC system.		providing good air quality. The standard can help determine whether cleaning should be performed.	
		According to the Federation of European Heating and Ventilation and Air Condition Associates (REHVA, April 2020 (10)) -Duct cleaning has no practical effect: "There have been over reactive statements recommending to clean ventilation ducts in order to avoid SARS-CoV-2 transmission via ventilation systems. Duct cleaning is not effective against room-to-room infection because the ventilation system is not a contamination source if above guidance about heat recovery and recirculation is followed. Viruses attached to small particles will not deposit easily in ventilation ducts and normally will be carried out by the air flow. Therefore, no changes are needed to normal duct cleaning and maintenance procedures. Much more important is to increase fresh air supply, avoid recirculation of air according to the recommendations above".	7
Has a risk assessment been carried out and are their proper health and safety procedures in place for contractual / maintenance personnel working on HVAC systems.			12

References

- 1) Resuming Business Toolkit CDC Coronavirus Disease (2019), including "Restart Readiness Checklist".
- 2) <https://www.ashrae.org/technical-resources/bookstore/standards-62-1-62-2>
- 3) ASHRAE Coronavirus (COVID) 19 Preparedness <https://www.ashrae.org/technical-resources/resources>
- 4) Environmental Health Committee (EHC) Emerging Issue Brief: Pandemic COVID-19 and Airborne Transmission.
- 5) ASHRAE Position Document on Infectious Aerosols (April, 2020).
- 6) Does ASHRAE have any recommendations for building owners for how to "mothball" their buildings for an undetermined amount of time and how to operate the HVAC systems during the shutdown
- 7) What's Up with Duct Cleaning? Air Handling Equipment Must Be Inspected, Cleaned, and Maintained to Provide Good IAQ BY D. JEFF BURTON (2012).
- 8) ANSI/ASHRAE 180-2018, Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems
- 9) Burton, J 2020, Back-to-Work Ventilation-Related Checklist for OEHS Professionals.
- 10) REHVA COVID-19 guidance document, April 3, 2020
- 11) INFECTION CONTROL IN ONTARIO COURTHOUSES: THE ASSOCIATION OF ONTARIO JUDGES SERVICES RESUMPTION PLAN
Prepared by: ECOH ECOH Project No.: 25857 May 29, 2020
- 12) REFCOM Building Engineering Services Association, 2 April 2020, Technical Bulletin TB/048/2: COVID-19 and air conditioning systems.

Other:

https://www.engineeringtoolbox.com/air-change-rate-room-d_867.html

APPENDIX B: MENTAL HEALTH RESOURCES

The following resources are available to employers, workers and their families. This list was compiled by Occupational Health Clinics for Ontario Workers (OHCOW).

1. [Taking care of your mental health](#): Government of Canada
2. [COVID-19 and Mental Health](#): Canadian Mental Health Association (CMHA)
3. [Mental Health and the COVID-19 Pandemic](#): Centre for Addiction and Mental Health (CAMH)
4. [MHCC COVID-19 Resources](#): Mental Health Commission of Canada
5. <https://stressassess.ca/>: CCOHS/OHCOW
6. [Mental health, wellness and addictions support](#): Government of Ontario
7. [OHCOW Mental Injury Toolkit](#): Occupational Health Clinics for Ontario Workers (OHCOW)
8. [Mental Health / Addictions](#): 211 Ontario. 211 Ontario is a helpline and online database of Ontario's community and social services.
9. [Working Remotely During COVID-19](#): Your Mental Health and Well-being: Centre for Workplace Mental Health
10. [Effectively Managing Financial Strain](#): Public Services Health and Safety Association (PSHSA)
11. [Staying Productive While Working From Home](#): Public Services Health and Safety Association (PSHSA)
12. [Activities for Kids While at Home](#): Public Services Health and Safety Association (PSHSA)
13. [Coping With COVID-19: Anxiety Canada](#). Anxiety Canada has hosted online 'town hall' meetings with experts answering questions on anxiety-related topics
14. [COVID-19 Mental Health Resources](#): Workplace Safety and Prevention Services (WSPS)
15. [Mental Health First Aid COVID-19 Self-Care and Resilience Guide](#): Mental Health First Aid
16. [Manage Anxiety and Stress](#): Centres for Disease Control (CDC)
17. [Mental Health Considerations during COVID-19 Outbreak](#): World Health Organization (WHO)
18. [Wellness Together Canada](#): Wellness Together Canada provides tools and resources that include modules for addressing low mood, worry, substance use, social isolation and relationship issues.

19. Mental health at home and the workplace during covid-19 recorded webinar : Canadian Partnership for Women and Children's Health
20. Talking to Children About COVID-19 (Coronavirus) - A Parent Resource: National Association of School Psychologists (NASP) -

