



Guide to building a Safe Auditing Plan

If on-site in person observations are required as part of the audit process, the employer and auditor must have a safe auditing plan in place. Following these guidelines to build one.

Step 1: Assess the risks at your workplace

The first step in developing an effective COVID-19 Guideline is to assess the risks at your workplace.

This includes doing a walk-through to identify areas where there may be a risk of COVID-19 transmission, either through close physical proximity or through contaminated surfaces.

Some excellent tips for employers and auditors in preparing for an audit can be found at <https://www.sqfi.com/food-safety-audits-during-covid19-tips-to-minimize-exposure-during-an-sqf-audit-pt-2/>

Step 2: Implement protocols to reduce the risks

Ensure you are in compliance with the public health measures which are in effect to protect the health system and slow the spread of COVID-19.

Albertans must continue following existing public health measures to keep everyone safe:

- *Follow the recommended social distancing and masking measures*
- *Practice good hygiene: wash your hands often and cover coughs and sneezes*
- *Monitor your symptoms every day*

In addition, keep up to date on general and specific workplace guidance documents for businesses to reopen and resume operations safely. Additional guidance on the enhanced measures, including who and how they apply to different businesses and entities can be found here:

<https://www.alberta.ca/enhanced-public-health-measures.aspx>

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers and visitors can be kept safe in adjusted working conditions.



Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers and visitors, knows how to keep themselves safe while at your workplace.

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, take steps to update your policies and procedures.

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.