

COVID Risk Assessment Tool Definitions Guide – Updated July 13, 2020

**Step 1: Identify Potential Risk Events**

Introduction: This tool will help you consider the factor affecting the risks faced by your organization as you modify your operations during the COVID outbreak. It will not make the decisions for you, but it will help you compare the benefits and risks of each option so you can make informed decisions.

List potential risk events. Consider events that may result in injuries, loss of life, property damage, reputational damage, or other adverse impacts. Then, list the additional or new controls proposed to address those risks.

Begin by listing Potential Risk Events or Conditions that represent your normal mode of operation. You can populate the tool based on overall organizational activities, or down all the way down to a unit level. For each risk pick up to 3 primary controls - the ones you think are most effective. You can alter items available in the drop down menu on the "Customize Scales" tab.

Scales: We recommend printing out a copy so that it can be referenced while completing the assessment. Note that the weighting is evenly distributed between the different aspects at 20%. We recommend that you complete your initial assessment with this weighting, review the results, and then have a discussion about what aspects are most important to your organization.

For example you may want to weight Injury Severity higher than Reputational Severity.

The results of any risk management decision will only be as effective as the accuracy of the data provided by the user. It is important to gain input from across your organization. Final decisions should be made independently by each organization using this tool. The tool is simply a way to assist the user to make informed decisions.

**Step 2: Estimate Event Likelihood**

Event Likelihood: The events or conditions described have various levels of risk depending on frequency or intensity. You may choose to customize the scales based on "times per day", or by "number of contacts"

Estimate the likelihood of each event occurring using the scales below. If you want to change the options shown, you can click "Customize Scales" in the Assessment Tool.

* Very Common - Multiple times per day
* Occurs Regularly - Every Week
* Occurs periodically - Every Month
* Occurs Rarely - Every Quarter
* Extremely Rare - Every Year

Next, estimate how proposed controls are expected to reduce how likely the event is to occur:

* Nearly complete - Reduced by 95%
* Significant – Reduced by 75%
* Moderate – Reduced by 50%
* Minor – Reduced by 25%
* None – Not reduced at all
* Unsure/Don't know

**Step 3: Estimate Time to Impact**

Time to Impact: How soon you become aware of a risk event impacts your ability to respond. Given the conditions described how quickly will you become aware of potential case of COVID?

Estimate the advanced warning typical of each event using the scale below. If you want to change the options shown, you can click "Customize Scales" in the Assessment Tool.

* Long-term – Weeks or months of advance warning
* Short-term – Hours or days of advance warning
* Immediate – No advance warning

Next, estimate how proposed controls are expected to reduce the disadvantage created by lack of advance warning.

* Nearly complete - Reduced by 95%
* Significant - Reduced by 75%
* Moderate - Reduced by 50%
* Minor - Reduced by 25%
* None - Not reduced at all
* Unsure/Don't know

**Step 4: Estimate Financial Severity**

Financial Severity: For each proposed control think about the additional financial cost to implement.

Estimate the potential financial severity of each event using the scale below. If you want to change the options shown, you can click "Customize Scales" in the Assessment Tool.

* Damaging - Unable to make debt service
* Costly - Up to $100,000
* Harmful - Up to $50,000
* Small - Up to $10,000
* Negligible - Up to $1,000

Next, estimate how proposed controls are expected to reduce the event's potential financial severity.

* Nearly complete - Reduced by 95%
* Significant - Reduced by 75%
* Moderate - Reduced by 50%
* Minor - Reduced by 25%
* None - Not reduced at all
* Unsure/Don't know

**Step 5: Estimate Injury Severity**

Injury Severity: Will the conditions described (without controls) be likely lead to the spread of COVID and what would be the most likely outcome.

Estimate the potential severity of injuries associated with each event using the scale below. If you want to change the options shown, you can click "Customize Scales" in the Assessment Tool.

* Very serious - COVID hospitalization
* COVID – isolation Non-COVID illness
* Testing – First aid only
* None

Next, estimate how proposed controls are expected to reduce the potential severity of the event's injuries.

* Nearly complete - Reduced by 95%
* Significant - Reduced by 75%
* Moderate - Reduced by 50%
* Minor - Reduced by 25%
* None - Not reduced at all
* Unsure/Don't know

**Step 6: Estimate Reputational Severity**

Reputational Severity: If a COVID outbreak (more than 5 cases) was to occur on campus what would be the reputational impact?

Estimate the potential severity of reputational damage associated with each event using the scale below. If you want to change the options shown, you can click "Customize Scales" in the Assessment Tool.

* Significant – National press coverage, major political impact and/or pressure
* Moderate – State or local press coverage, temporary political pressure
* Minor – Isolated press coverage or political pressure
* None

Next, estimate how proposed controls reduce the expected severity of injuries associated with the event.

* Nearly complete - Reduced by 95%
* Significant - Reduced by 75%
* Moderate - Reduced by 50%
* Minor - Reduced by 25%
* None - Not reduced at all
* Unsure/Don't know

Scales/Weighting

The Scales page allows you to customize the criteria for severity/impact. There is also an opportunity to adjust the weighting of the categories. We recommend starting with equal weighting and then reviewing the results in the Summary section. You may then choose to adjust the weighting, example give a higher weighting to Injury Severity and a Lower Rating to Financial Impact. This will change the results on the Summary page which can then result in further discussion and decision making.



**Summary:** We recommend using this page to facilitate discussion and potential revisions to previous entries. For potentially over controlled risks, consider allocating resources to the potentially poorly controlled risks. This aggregation of the residual risks is at the center of understanding the degree of risk and the effectiveness of your selected controls.

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| **Risk Rating** |
| Potentially poorly controlled |
| Adequately controlled |
| Poorly controlled |
| Potentially over-controlled |
| Potentially over-controlled |
| Adequately controlled |
| Adequately controlled |
| Adequately controlled |
| Adequately controlled |
| Poorly controlled |
| Poorly controlled |
| Potentially poorly controlled |