

## Checklist for Workplaces

### General:

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|--------------------------|--|
| <input type="checkbox"/> | Develop and communicate policies and procedures to manage workplace illnesses  |
| <input type="checkbox"/> | Compliance with Policies and Procedures will be audited periodically   |
| <input type="checkbox"/> | Maintain an up-to-date staff list including phone numbers and addresses  |
| <input type="checkbox"/> | Address when worker fails screen, feels unwell or when they are not able to work due to other circumstances                            |
| <input type="checkbox"/> | Cleaning/sanitation – routine and if someone is sick   |
| <input type="checkbox"/> | Ensure physical distancing (2m or 6ft) between employees or ensure non-medical masks are worn when physical distancing isn't possible. |

### Environmental controls

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|--------------------------|--|
| <input type="checkbox"/> | Instruct workers to self-monitor for symptoms of COVID-19 such as fever, cough or difficulty breathing. If they have symptoms, they should follow-up with Public Health for guidance. <a href="#">Link for guidance document.</a>                    |
| <input type="checkbox"/> | Track your workforce - Daily log for workers (and customers) to know who was on the premises and on what day   |
| <input type="checkbox"/> | Develop a system to monitor worker absences – recording date of onset of illness and possibly notifying the health unit of significant absences  |
| <input type="checkbox"/> | Create workflows to minimize number of people in one area of the premises, limit number of people working in one space at the same time/people sharing equipment according to business needs   |
| <input type="checkbox"/> | Flow of traffic on the premises – onto the site, in/out of buildings. Add floor markings and barriers to create one direction for traffic flow and physical distancing. Post physical distancing signs sporadically in the facility where applicable |

### Prevention:

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|--------------------------|---|
| <input type="checkbox"/> | In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty. Special attention should be paid to commonly touched surfaces in the workplace such as doorknobs, elevator buttons, light switches, toilet handles, counters, hand-rails, touch screen surfaces, and shared materials, equipment, workstations, keypads, etc. |
| <input type="checkbox"/> | Ensure toilets are functional and restrooms are supplied with toilet paper, hot and cold running water, soap, paper towel or air dryer, plastic lined waste container, and hand sanitizer with 60-95% alcohol. Control access to ensure physical distancing.  |
| <input type="checkbox"/> | Clear, visible signage at all entrances and within the workplace reminding workers and customers about the signs and symptoms of COVID-19, what to do if they feel unwell and how to protect themselves (e.g., hand hygiene, etc.)  |
| <input type="checkbox"/> | Sanitize shared equipment (where sharing of equipment cannot be avoided)  |
| <input type="checkbox"/> | Work duties should be performed at least 2 metres or 6 feet away from other people, whenever possible. Breaks should be staggered to maintain social distancing.  |
| <input type="checkbox"/> | Provide on infection prevention and control measures with orientation of new hires  |
| <input type="checkbox"/> | Encourage staff participation in solutions for enhanced workplace infection control   |
| <input type="checkbox"/> | Provide periodic refresher education on IPAC procedures to staff.   |