

Empower & Equip Staff To Enact The Following:

- Always wear appropriate PPE, and dispose of it responsibly.
- Screen staff and visitors prior to entry into the site for signs of illness and restrict entry.
- Wash or sanitize hands after making or receiving deliveries.
- Do not share pens, or other commonly shared utensils like staplers, clipboards, scanners.
- Avoid high-touch areas, where possible, or ensure hands are cleaned afterwards.
- Limit face-to-face contact wherever possible.
- Avoid physical contact such as shaking hands or hugging.
- Practice physical distancing during breaks or in locker rooms, on elevators, etc.
- Be sure to include thorough handwashing before breaks and at shift changes.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Wash their clothes and soiled uniforms as soon as they get home.
- Stay home if they are sick.
- If they are ill: notify their supervisor immediately.
- Wash or sanitize hands after each transaction including refuelling, handling mail, office equipment etc.

Physical Distancing Of At Least 2 Metres Apart:

- Add floor markings and barriers to manage traffic flow and physical distancing.
- Stagger start times, shifts, breaks, and lunch times.
- Limit the number of people working in one space at the same time.
- Control how many customers or visitors enter the workplace at one time.
- Minimize the number of people using each piece of equipment in instances where sharing equipment cannot be avoided.
- Use technology for communication (e.g., text messaging and mobile phones) rather than having in-person conversations as much as possible
- Post a phone number or other means of contact to allow for communication between the public and the facility
- Hold meetings in an outside or large space.
- Control movement of people onsite (by limiting the potential for workers to gather).
- Closing off areas to prevent large gatherings.
- Install barriers where practical; this can include plexiglass.
- Limit unnecessary on-site interaction between workers, and with outside service providers.
- Consider controlling entry points to designated work areas.

TIPS FOR CREATING SAFER WORKPLACES AS WE COME BACK FROM THE COVID-19 PANDEMIC:

Workplace Sanitation and Hygiene:

- Regularly disinfect any areas that you are frequently in contact with or are used by other people (e.g., tables, chair arms, desks, tablets, pens, door handles). Be sure to follow safe practices and use an appropriate cleaning agent. Link on disinfection protocols below.
- Have sanitizer or soap present and visible for all staff to use.
- Provide a safe place to dispose of used sanitizing wipes, PPE and other waste in designated waste receptacles.
- Minimize the number of people using each piece of equipment in instances where sharing equipment cannot be avoided.
- Remove garbage from the facility regularly, and wash hands after disposal.
- Use appropriate PPE when cleaning potentially contaminated surfaces.
- Limit unnecessary on-site interaction between workers, and with outside service providers.
- Ensure fresh air intake/air circulation and increased airflow. For example, opening windows, bay doors or fans.

Adjust Onsite and Production Schedules:

- Limit the number of workers to critical number by staggering work and break/lunch schedules.
- Consider job rotation or space out workstations: Run every other line or rotate lines
- Postpone projects and tasks that don't need to be done now.
- Reschedule any unnecessary visits to the workplace by supply chain partners, vendors or others who don't need to be there now.
- Ensure sanitation of sites and workspaces.
- If possible, assign each employee to their own piece of equipment, (e.g. leaf blower, mowers, string trimmer etc.).
- Carry out site planning to facilitate appropriate physical distancing between workers.
- Establish rules for any work that requires workers within two metres of each other. This could include full personal protective equipment.
- Offer work-site mobility and transportation, including hoist operations.

Resources From:

<https://www.ontario.ca/page/manufacturing-health-and-safety-during-covid-19>

<https://www.ontario.ca/page/construction-site-health-and-safety-during-covid-19>

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

