

COVID-19 Workplace Safety Considerations

Preventative Measures for Maintaining Operations: Plan-Implement-Train-Assess

Facility Related Social Distancing Measures

- Floor Markers or Barriers
 - 6 foot spacing
 - Manage Traffic Flow
 - Control Site Movement
- Use of Barriers/Plexiglass between Employees
- Configure/Change Site Plan to Facilitate Distancing
 - Traffic Flow
 - Break Rooms
 - Individual Workspaces
- Consider # of Employees using each piece of Equipment
- Limit # of Employees on Site
 - Monitor Building Occupancy to Ensure safe Numbers of People Onsite
 - Emergency Evacuation Plans
- Review Entries and Exits
 - Shift Change
 - Use of Elevators
 - Traffic Flow
- Handling of Deliveries
 - Vendors / Supply Chain Partners
- Workplace Meetings – Social Distancing Measures
- Changes to IT Infrastructure

Touch Points & Cleaning

- Assess Cleaning Schedule
- Shift Changes
 - Entries & Exits
 - Elevators
- Common Areas
 - Break Areas
 - Door Handles/Elevator Buttons
 - Washrooms
 - Provide Cleaning Supplies for Self Sanitation
- Individual Workspaces
 - Surfaces
 - Keyboards/Phones/Printers
- Deliveries & Shipments
 - Shipping and Receiving Area
 - Supply Chain Tracking Computers
- Cleaning/Sanitization Methods
 - Vacuum rather than Dry Dusting,
 - WetWipes/Disinfecting Agents
 - Increased Frequency Based on Traffic

Scheduling Considerations

- Staggered Breaks and Lunches
- Rotating or Staggered Shifts/Job Duties
- Rotating Work from Home Schedules

Amendments to Workplace Policies and Procedures

- Health & Safety Inspections/Committee
 - Implement a Pandemic Response Committee
- Workplace/Equipment Repairs or Servicing
- Tracking Employee Compliance
- Sick Leave and Reporting Illness
- Visitors to the Workplace
- Customer Service/Sales Procedures
- Training Protocols
- Policy for Restricting Work Travel
- NEW – Infection Control Program
 - For Prevention & Containment
- Flexible Worksite/Hours Policies
- Communication & Record Keeping Policies
 - Regular Communications
 - Electronic & Hardcopies of Policies
 - Emergency Communications Plan

Health & Safety and Personal Protective Equipment (PPE)

- Issuing Additional PPE
 - Masks / Face Shields / Gloves
 - Demonstrate proper removal/disposal/cleaning of PPE
- Post Hygiene Instructions
- Employee Health Screening
- Visitor Health Screening
 - Visitors
 - Vendors / Service Providers / Contractors
 - Survey Questions for Symptoms
- Mental Health Services
 - Employee Stress/Anxiety
- Hand Sanitizer Stations
- Handwashing Stations
 - Signage - How to, Increased Frequency
- Training Protocols
- Increase Air Intake on Building HVAC
- Customer/Employee Special Needs & Accommodations

References & Additional Resources:

https://www.news.ontario.ca/opo/en/2020/04/health-and-safety-association-guidance-documents-for-workplaces-during-the-covid-19-outbreak.html?_ga=2.24783865.2103862136.1590605927-859544011.1590605927

https://occ.ca/wp-content/uploads/OCC-Pandemic-Preparedness-Toolkit-for-COVID-19_final.pdf

<http://www.chamber.ca/resources/pandemic-preparedness/BusinessPrepGuidePanPrep2020>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance-publications?publicationtypes=10ac82f5-5000-468d-94f9-c27a46127852&healthtopics=b6bd35a3-cf4f-4851-8e80-85cb0068335b&publishingoffices=aeebab07-3d0c-4a24-b6ef-7c11b7139e43&healthtopics-hidden=true&publishingoffices-hidden=true> *Technical Guidance-see “Getting your workplace ready for COVID-19”

Additional Information To consider:

Occupational Health & Safety Act

- Regulations under the Occupational Health and Safety Act must also be kept in mind in the event of a pandemic.
- Industrial Establishment Regulation (Regulation 851)
- Part III covers Industrial Hygiene and Control of Exposure to Biological or Chemical Agents (Regulation 833)

Ministry of Labour Guidelines

- Refer to “Infection Prevention and Control” and “Flue and Your Workplace” information

Ontario Ministry of Health Updates
Public Health Ontario