

COVID-19 WORKPLACE SAFETY PLAN CHECKLIST

Employers are responsible under the [Occupational Health & Safety](#) Act to take all precautions reasonable in circumstances to protect employees from getting hurt or contracting a work-related illness. Prior to implementing these measures consult [Ontario Public Health's Sector-Specific Guidance](#)

	YES	NO
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ELIMINATION

Rationale: Elimination attempts to remove the risk of exposure to COVID-19. By preventing symptomatic employees and others from entering, you can reduce possible transmission in your workplace. Know the symptoms to look for and plan for how you will screen employees and others who enter your workplace. Consider training screeners.

SCREENING

All employees upon arrival to work are screened for COVID-19 and other risk factors (e.g. travel and close contacts) using passive OR active screening

	<input type="checkbox"/>	<input type="checkbox"/>
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Passive screening can include signage, phone messaging or online messaging where an employee completes a self-assessment for symptoms and exposure to COVID-19.

	<input type="checkbox"/>	<input type="checkbox"/>
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Active screening (employee is asked questions prior to starting work)

- Employee is asked screening questions using the [COVID symptom list](#)
- Temperature screening is mandatory for the following sectors: Community, Mental Health and Addictions in Residential Settings, Day Camps, Child Care Centres, Long-Term Care, Hospice Care and optional for all other sectors. If temperature screening is employed ensure that thermometer is not used between employees without single use cover or disinfecting. If employees are asked to measure their temperature at home, consider their likelihood of owning a thermometer.

	<input type="checkbox"/>	<input type="checkbox"/>
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Screeener:

- Staff asking these questions is behind a barrier (i.e. plexiglass)
- If a barrier is not available, the screener should wear a mask and eye protection (face shield, safety glasses or goggles) and stay 2 meters from those entering the facility.

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Employees who screen positive:

- Are not permitted entry into workplace
- Advised to complete COVID-19 [self assessment](#) tool
- Provided with list of [assessment centers](#) in Peel
- Confirm their updated telephone number and know who to contact in the event that they test positive.

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Signs encouraging [visitors](#) not to enter if they have [COVID-19 symptoms](#). Sector-specific signs in different languages can be found [here](#)

	<input type="checkbox"/>	<input type="checkbox"/>
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ENGINEERING CONTROLS		
<i>Make physical changes to the workplace to support physical distancing, disinfecting and hygiene</i>		
Physical Distancing		
Limit entry & exit to building using a single door	<input type="checkbox"/>	<input type="checkbox"/>
Use floor markings to ensure physical distancing throughout workplace wherever employees congregate including, for example in front of entrance/clock-in stations, lunchrooms, in front of microwaves and in smoking areas.	<input type="checkbox"/>	<input type="checkbox"/>
Adjust workplace to ensure employees do not face one another and can maintain 2 meters distance at all times.	<input type="checkbox"/>	<input type="checkbox"/>
Distance lunchroom tables 2 meters apart (1 chair per table)	<input type="checkbox"/>	<input type="checkbox"/>
Create alternative areas for lunch breaks	<input type="checkbox"/>	<input type="checkbox"/>
Reduce or reconfigure the number of lockers in each room, and/or reassign lockers to ensure that there is 2 meters between each locker.	<input type="checkbox"/>	<input type="checkbox"/>
Install plexiglass/barriers where physical distancing cannot be maintained	<input type="checkbox"/>	<input type="checkbox"/>
Create one-way traffic with floor visual floor markings or barriers to direct traffic	<input type="checkbox"/>	<input type="checkbox"/>
Hand Hygiene		
Ensure that a hand washing station (equipped with soap, single use towels, and warm, running water) and/or hand sanitizer (with at least 60% alcohol) is at every entrance to the facility, in each work space, and in break/locker rooms and washrooms. Use a Health Canada approved disinfectant or product with a Drug Identification Number. Refer to Public Health Ontario's Guide to Cleaning and Disinfection for Public Settings .	<input type="checkbox"/>	<input type="checkbox"/>
Employ touch-free ways of payment for customers and clock-in and clock out stations for employees	<input type="checkbox"/>	<input type="checkbox"/>
Remove unnecessary doors that many people may have to touch	<input type="checkbox"/>	<input type="checkbox"/>
ADMINISTRATIVE CONTROLS		
<i>Make changes to the way people work and interact using policies, procedures, training and signs to support physical distancing, hygiene and outbreak management support</i>		
Physical Distancing		
Consider admitting fewer customers at a given time to allow for physical distancing	<input type="checkbox"/>	<input type="checkbox"/>
Discontinue in-person large team meetings/huddles; consider smaller groups with physical distancing	<input type="checkbox"/>	<input type="checkbox"/>
Use announcements and signage to encourage physical distancing (> 2 meters) at workplace	<input type="checkbox"/>	<input type="checkbox"/>

Hygiene		
Develop a checklist to monitor the cleaning of high touch surfaces at least twice per shift. High touch surfaces include physical barriers, light switches, toilet handles, counters, hand rails, touch screen surfaces, table tops, chairs, clipboards, workplace tools, door knobs, washroom doors, locker rooms.	<input type="checkbox"/>	<input type="checkbox"/>
Place posters reminding employees to frequently to frequently wash hands or use hand sanitizer	<input type="checkbox"/>	<input type="checkbox"/>
Assign tools, equipment, workstations to a single user if possible. Regularly clean and disinfect tools, at least as often as employees change workstations or move to a new set of tools.	<input type="checkbox"/>	<input type="checkbox"/>
Clean physical barriers frequently	<input type="checkbox"/>	<input type="checkbox"/>
Remove communal utensils & appliances from lunch rooms including shared knives, cups, condiments and coffee machines.	<input type="checkbox"/>	<input type="checkbox"/>
Shut down vending machines or ensure that they are regularly disinfected.	<input type="checkbox"/>	<input type="checkbox"/>
Scheduling		
Stagger shift start/end time and lunch breaks to prevent crowding	<input type="checkbox"/>	<input type="checkbox"/>
Develop a schedule to cohort employees (i.e. the same workers work the same shifts together). This may help reduce the overall number of employees who must isolate in the event of an outbreak.	<input type="checkbox"/>	<input type="checkbox"/>
Discourage carpooling among non-household staff. If carpooling is unavoidable, non household employees should sit in different rows and wear masks while in the vehicle	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL PROTECTIVE EQUIPMENT (PPE)		
<i>PPE is used to protect the wearer and can include surgical/procedural masks and eye protection. PPE should only be used after all other controls have been implemented. Face coverings are not considered to be PPE.</i>		
Provide employees with face masks and eye protection (face shields or goggles) whenever physical distancing cannot be maintained. Provide extra masks are provided for replacement after meals	<input type="checkbox"/>	<input type="checkbox"/>
Develop training to educate employees on proper use of masks and proper donning and doffing of PPE	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION & MONITORING		
<i>Communicate regularly with employees to ensure that they are aware of workplace modifications. Consider assigning a manager to oversee COVID-related issues to ensure training and compliance with all protocols are maintained.</i>		
Have a policy/protocol in place for employees who call in sick, or disclose they have tested positive for COVID-19 <ul style="list-style-type: none"> Identify close contacts (e.g. shift schedule) Referrals for testing Directions to self-isolate immediately Ensure that contact <u>information (e.g., cell phone number and email addresses) are up to</u> 	<input type="checkbox"/>	<input type="checkbox"/>

<u>date</u> for employees, contractors, volunteers. Also record any other relevant information, e.g., first language spoken if other than English.		
Have a policy/protocol in place to inform employees who are infected by COVID-19, caregiving for an affected family member, or on self-isolation due to close contact of their eligibility for infectious disease emergency leave	<input type="checkbox"/>	<input type="checkbox"/>
Maintain a daily log of all essential visitors, contractors, volunteers who enter the workplace. Minimum: Name, Date, times of entry, contact information.	<input type="checkbox"/>	<input type="checkbox"/>
Be aware of your employer obligations to report an occupationally acquired COVID-19 illness to the Ministry of Labour, Training and Skills Development within 4 days	<input type="checkbox"/>	<input type="checkbox"/>

References:

1. COVID-19 Recommendations for Production and Processing Facilities in Waterloo Region (May 2020). *Region of Waterloo Public Health Emergency Services*
2. Center for Disease Control. *Resuming Business Toolkit: COVID-19*. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/Resuming-Business-Toolkit.pdf> Accessed June 1, 2020
3. Center for Disease Control. Facility Assessment Checklist for Evaluation of Coronavirus Disease (COVID-19) Assessment and Control Plans For Meat and Poultry Processing Facilities. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/Meat-And-Poultry-Facility-Assessment-Checklist.pdf>
4. [Ministry of Health Ontario. “Develop your COVID-19 Workplace Safety Plan”](#)
<https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>