

COVID-19 Strategies for Safety in the Workplace

This document is to be used as a guide to help prevent the spread of COVID-19 in the workplace. These are basic procedures and should be modified or enhanced to suit the workplace.

COVID-19 is spread through infectious droplets that are generated by someone who is sick. These droplets can either infect others directly or can settle on surrounding surfaces and infect others indirectly. Avoiding work while you are exhibiting symptoms of COVID-19 and practicing good personal hygiene and workplace cleanliness is imperative at preventing the spread of COVID-19.

The following COVID-19 safety strategies are recommended for staff:

- Workers should complete the COVID-19 Self-Monitoring Checklist daily to ensure they are not exhibiting symptoms of COVID-19
 - Supervisors can request copies of this form, when needed
- If a worker is exhibiting symptoms, they must self-isolate at home and inform their supervisor
- Prior to beginning their shift, workers must wash their hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer
- Workers must avoid touching their eyes nose, and mouth
- Workers should maintain a physical distance of at least 2 meters apart, which means:
 - Moving workstations so that physical distances are maintained
 - Don't share small enclosed spaces, such as vehicles, offices, and bathrooms
- If possible, move workstations so that physical distances are increased
- Workers must not share glasses, eating utensils, water bottles, etc.
- Workers must not share pens, pencils, cell phones, radios
- Custodial has increased cleaning of common surfaces and touchpoints:
 - Light switches
 - Doorknobs
 - Toilets
 - Sinks and faucets
 - Handrails
- Evaluate the workplace for other common touchpoints and ensure good hand hygiene is implemented after touching these areas
- Alternate work schedules to meet the demands of the unit while limiting close contact with others
- Identify work that can be done from home or remotely
- Avoid in-person meetings, and use remote work collaboration technologies instead (i.e. Zoom, Microsoft Meetings, etc.)
- Do not allow visitors during this time
- Coffee breaks and lunch breaks should occur at staggered times to prevent multiple individuals from sitting in small, enclosed spaces

Additional Strategies for Supervisors:

- Determine high hazard areas for COVID-19 spread and implement appropriate measures to minimize the risk
- Ensure a communication plan is in place for individuals who are self-isolating due to travel, have come in contact with a positive COVID-19 case, or are exhibiting symptoms of COVID-19
- Ensure all staff are trained on the local Emergency Response Plan and Working Alone and After Hours Plan for COVID-19
- Ensure individuals are adequately trained on the COVID-19 Strategies for Safety in the Workplace

