

# COVID-19 Fact Sheet

## COVID-19 Guidance for Employers, Workplaces and Businesses

This document will provide guidance to protect your employees and customers from COVID-19 in the workplace or place of business. Strategies can be adapted to meet the needs of different environments.

### Novel Coronavirus and COVID-19

**COVID-19** stands for **Corona Virus Disease – 2019** (year the outbreak began). COVID-19 spreads through the direct contact with the respiratory droplets of someone who is infected with the virus through their cough or sneeze. These droplets can spread up to two metres/six feet. It may also be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

### Everyone Should Follow these Protective Measures to Stay Safe

- Keep two metres/six feet distance from others
- Clean your hands often. Use soap and water or an alcohol-based (70%) hand sanitizer.
- Avoid touching your face with unwashed hands.
- Cover your cough or sneeze with your elbow or a tissue. Immediately throw the tissue in the garbage and wash your hands.
- Stay home when you are sick.
- Clean and disinfect frequently touched objects and surfaces.
- A face mask or covering can be used if you are unable to maintain a two metres/six feet distance from others, such as on transit, in an elevator, when shopping or entering and leaving your apartment building.
- Avoid non-essential trips in the community.

### Screen Staff for COVID-19 Symptoms before Work

It is strongly recommend that all staff complete a health screening questionnaire before each work shift. The questions can be completed on a paper based questionnaire; can be asked directly to employees and answers recorded; or can be completed electronically. Sample screening forms available at [www.hpph.ca](http://www.hpph.ca)

### Policy for Employee Attendance

Employers should ensure staff do not come to work sick. Have a clear procedure to notify a supervisor if a staff is sick. Consider the following:

- Teleworking options if available.
- Stagger shifts or offer flexible work hours and schedules.
- If employees become sick with COVID-19 symptoms while at work, they should go home right away and self-isolate. Employee can call Telehealth, their health care provider or an Assessment Centre to see if they need testing.

Establish criteria for returning to work.

- Maintain flexible policies so employees can stay home to care for a sick family member, or if they must self-isolate because they were in close contact with a person with COVID-19.
- Be flexible about needing a doctor's note.

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## Clean Hands Often

Handwashing or using an alcohol-based (70%) hand sanitizer is very important to prevent the spread of COVID-19. Washing with soap and water is preferred if hands are visibly dirty. Clean hands thoroughly, lather and rub for at least 15 seconds. Ensure adequate supplies are maintained. If gloves are being used, after removing gloves, place in garbage and wash hands.

## Practise Physical Distancing

Employees should keep two metres/six feet from other staff and customers as much as possible. Discourage employees from congregating. Ensure staff maintain physical distancing while in lunch room and meeting rooms.

## Cloth and Non-Medical Masks

Non-medical / cloth masks are strongly recommended for employees when physical distancing cannot be maintained. Train staff on the proper use of masks and how to safely put on and take off a mask.

## Engineering Controls

Consider installing Plexiglas or other barriers if there will be close contact between your staff and customers. Use tap features at checkout instead of cash.

## Cleaning and Disinfectants

Ensure frequent cleaning and disinfecting of high-touch surfaces and common areas such door handles, counters, cabinet doors, elevator buttons, light switches, faucets, toilet handles, hand rails, touch screen surfaces and keypads. Common areas should have soap, hand sanitizer and/or disinfectant wipes. If wipes are not available, general disinfectants can be used.

Commonly used cleaners and disinfectants are effective against COVID-19. Use only disinfectants that have a Drug Identification Number (DIN) that confirms it is approved for use in Canada. Follow manufacturer's instructions and check the expiry date of products.

## Establish Policies

Make plans to operate with different levels of staff absenteeism due to illness, ill-dependants, or for child care during school closures. Businesses and other employers should prepare to institute flexible workplace and leave policies. Review and decide what services are essential during this pandemic. Plan business functions, jobs, roles and critical elements within your business that have been identified to be essential or critical.

More resources available at [www.HPPH.ca](http://www.HPPH.ca)