

# Workplace Checklist

The checklist outlines measures to reduce the spread of COVID-19 in non-health care settings. It provides guidance and assistance to workplaces in the implementation of measures to protect the health and well-being of their clients and staff.

COMPONENT	YES	NO	N/A	ACTION ITEM	DATE RESOLVED
<b>GENERAL ADVICE</b>					
<b><i>PROTECT YOUR EMPLOYEES AND CLIENTS</i></b>					
Implement organizational pandemic and/or business continuity plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Communication policies and procedures for sick employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Policy and support for employees who work from home (if possible/applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Return to work policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Review infection prevention and control policies with all employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Review occupational health and safety policies with all employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Review proper hand washing with employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Implement a cleaning/disinfecting policy and training for employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Review Covid-19 guidance from your industry associations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Instruct employees to self monitor for symptoms of COVID-19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Advise all employees to stay home if they are unwell.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>PREVENTION</b>					
<b><i>PREVENT THE SPREAD OF COVID-19 BY FACILITATING HAND HYGIENE, RESPIRATORY ETIQUETTE AND PHYSICAL DISTANCING</i></b>					
<b>1) Store Entrance</b>					
STOP! and Answer Before Entering poster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hand sanitizer station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clear, visible signage at all entrances reminding clients and employees to wash or sanitize their hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clear, visible signage at all entrances reminding clients about physical distancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Clear, visible signage at all entrances reminding clients and employees about the signs and symptoms of COVID-19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clear, visible signage at all entrances reminding clients and employees what to do if they feel unwell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>2) Hand Hygiene</b>					
Adequate supplies: pump soap, warm running water, and paper towel or hot air dryers	Kitchen <input type="checkbox"/> Washroom <input type="checkbox"/>	Kitchen <input type="checkbox"/> Washroom <input type="checkbox"/>	Kitchen <input type="checkbox"/> Washroom <input type="checkbox"/>		
Hand hygiene stations at multiple locations in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hand hygiene between every interaction with clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clear, visible signage on how to wash and sanitize your hands	Kitchen <input type="checkbox"/> Washroom <input type="checkbox"/>	Kitchen <input type="checkbox"/> Washroom <input type="checkbox"/>	Kitchen <input type="checkbox"/> Washroom <input type="checkbox"/>		
Non-touch, lined waste disposal receptacles for use throughout store	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>3) Physical Distancing - maintaining a distance of at least 2 meters or 6 feet from other people</b>					
Use telephone, video conferencing, or internet for meetings or appointments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Flexible hours and staggering start times, breaks and lunch for employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clear line on floor 2 meters from counter <b>OR</b> physical barriers such as plexiglass dividers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Marking a distance of 2 meters between seats and seating areas and in common or shared spaces. If chairs can't be physically removed, mark out which chairs to sit on.	Main area <input type="checkbox"/> Kitchen area <input type="checkbox"/> Employee Workplace <input type="checkbox"/>	Main area <input type="checkbox"/> Kitchen area <input type="checkbox"/> Employee Workplace <input type="checkbox"/>	Main area <input type="checkbox"/> Kitchen area <input type="checkbox"/> Employee Workplace <input type="checkbox"/>		
Marking a distance of 2 meters to separate clients in lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Add arrows to indicate flow to avoid clients crossing paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Admitting fewer clients at a given time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dedicating specific hours to high-risk populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Encourage the use of self-scanning technologies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Encourage clients to pack their own purchases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Discourage the use of multi-use bags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Require passengers to sit in the rear seat of a vehicle and open windows, weather permitting, in taxis and rideshares.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Consider implementing curbside pick up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>4) Mandatory Face Coverings</b>					
Clear, visible signage at all entrances reminding clients and employees to wear a non-medical mask or face covering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Implement a mandatory mask workplace policy (template available on the PHU website)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Train staff on the policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Train staff on the proper use of face coverings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>CLEANING</b>					
In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected <b>twice per day</b> and when visibly dirty	Doorknobs <input type="checkbox"/> Elevator buttons <input type="checkbox"/> Light switches <input type="checkbox"/> Toilet handles <input type="checkbox"/> Counters/rails <input type="checkbox"/> Touch screen <input type="checkbox"/> Shared materials <input type="checkbox"/>	Doorknobs <input type="checkbox"/> Elevator buttons <input type="checkbox"/> Light switches <input type="checkbox"/> Toilet handles <input type="checkbox"/> Counters/rails <input type="checkbox"/> Touch screen <input type="checkbox"/> Shared materials <input type="checkbox"/>	Doorknobs <input type="checkbox"/> Elevator buttons <input type="checkbox"/> Light switches <input type="checkbox"/> Toilet handles <input type="checkbox"/> Counters/rails <input type="checkbox"/> Touch screen <input type="checkbox"/> Shared materials <input type="checkbox"/>		

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COMPONENT	YES	NO	N/A	ACTION ITEM	DATE RESOLVED
	<input type="checkbox"/> Equipment <input type="checkbox"/> Workstations <input type="checkbox"/> Keypads <input type="checkbox"/>	<input type="checkbox"/> Equipment <input type="checkbox"/> Workstations <input type="checkbox"/> Keypads <input type="checkbox"/>	<input type="checkbox"/> Equipment <input type="checkbox"/> Workstations <input type="checkbox"/> Keypads <input type="checkbox"/>		
Post a cleaning schedule	Kitchen <input type="checkbox"/> Washroom <input type="checkbox"/> Main area <input type="checkbox"/>	Kitchen <input type="checkbox"/> Washroom <input type="checkbox"/> Main area <input type="checkbox"/>	Kitchen <input type="checkbox"/> Washroom <input type="checkbox"/> Main area <input type="checkbox"/>		
Cleaning and Disinfecting for Public Settings poster visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>OTHER</b>					
Daily log of employees, visitors, clients that attend the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tracking all locations employees visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>IF THE RISK OF COVID-19 CANNOT BE SUFFICIENTLY REDUCED BY OTHER METHODS, PPE MAY BE REQUIRED</b>					

All signage can be found on the Porcupine Health Unit Website. <http://www.porcupinehu.on.ca/en/your-health/infectious-diseases/novel-coronavirus/covid-business-and-workplace/>

Resources:

1. MOH. COVID-19 Guidance: Essential Workplaces. May 2, 2020.