



COVID-19: Infection Prevention and Control Checklist for Reopening of Workplaces

When to use this checklist?

The purpose of this checklist is to help organize and guide workplaces as they prepare for operating a business during the current COVID-19 pandemic. Monitoring to see how your workplace is coping through the recovery stages will help you find the best solutions for your unique situation and adapt to any changes.

As businesses reopen, Renfrew County and District Health Unit is not approving workplace plans for reopening but is addressing questions from businesses as needed. This checklist is to be used in addition to—but does not replace—the advice, guidelines, recommendations, directives, or other direction of provincial Ministries and local public health authorities.

This checklist is based on the *following*: Ministry of Ontario, *Develop your COVID-19 Workplace Safety Plan*; Government of Canada, *Canadian Centre for Occupational Health and Safety*; Ministry of Health, *COVID-19 Guidance Workplace Outbreaks*; and Government of Ontario, *COVID-19 (coronavirus) and workplace health and safety*.

WORKPLACE INFORMATION	
Name of Workplace:	
Address:	
Person Completing the Checklist:	
Date:	



Introduction:

Individuals who work close together and for longer periods are at greater risk.

Person-to-person transmission increases the closer individuals are and the more time they spend together.

Surface transmission increases when many people contact the same surface (doorknobs, photocopier etc.).

Step 1: Assess for Risk

Identify staff members who work close together and for longer periods.

Identify areas where people gather, like meeting rooms, lunchrooms etc.

Identify tools, machinery and equipment that staff members share.

Identify high-touch surfaces like light switches, doorknobs, elevator buttons etc.

Identify job tasks and roles which put workers at closer proximity to members of the public.

Notes:

Step 2: Getting Prepared

Review appropriate resources and guidelines, such as: Ministry of Health, Ontario Health, Public Health Ontario, Renfrew County and District Health Unit, and applicable governing bodies (e.g. College of Dentistry, College of Teachers, etc.).

Involve front-line workers, supervisors, and joint health and safety committee or representative in planning and preparation strategies.

Create a "COVID-19 Team" which will aid with required communication, policies and procedures. Consider including management, health and safety representative and environment/ janitorial staffing.



Avoid meetings or gatherings where physical distances cannot be maintained. Consider using larger rooms, moving meetings outside, or having all or some attendees attend virtually.

Consider creating cohorts or teams of staff members who work together. These cohorts should not interact with other cohorts. This will assist in reducing transmission throughout the workplace in the event that a staff member becomes ill.

Stagger start and end times if crowding at entry and exit locations means the physical distancing requirement of at least 2 metres cannot be maintained. Alternatively, consider designating doors for entry and exit to prevent workers and others from coming into proximity with one another. Allow communal doors to remain open throughout the workday to reduce contact with door handles.

Limit the number of customers and/or visitors at one time.

Establish and post occupancy limit for the premise, as well as common areas, elevators, breakrooms, meeting rooms and washrooms with multiple stalls. A sensible approach to determining maximum capacity is to look at available usable area in the facility - remove clutter, rearrange furniture for larger walkways, etc.

Ensure access to adequate supplies of liquid hand soap, paper towels (or automatic hand dryers) and alcohol-based hand-rub (ABHR). Ensure ABHR remains wall-mounted and out of children's reach.

Notes:

Step 3: Develop Policies and Implement Protocols

Review industry-specific protocols to determine if there is anything relevant to your industry.

Research orders, guidelines and notices issued at a municipal, provincial and federal level. Wherever possible, use the protocol which offers the highest level of protection if recommendations differ.

Develop policies for working in new conditions such as [Work from Home](#) or [Working Alone](#) policies.



Develop policies and procedures targeting infection control strategies, such as:

Respiratory Etiquette

Hand hygiene

Mask use

Enhanced cleaning and disinfecting

Physical distancing (≥ 2 metres/
6 feet)

Cohorting and staffing

Visitor restrictions and screening procedures

Plans to manage sick/ symptomatic individuals

Recommendations and management for isolation area

Notes:

Step 4: Develop Communication Plans and Training

Ensure staff and visitors are aware to [stay home](#) when they are sick. Individuals are prohibited from the workplace if showing signs of COVID-19.

Supervisors are trained on monitoring workers and the workplace to ensure policies and procedures are being followed at all times.

Ensure workers have training and strategies required to address the risk of violence if it may arise from members of the public as they adapt to restrictions and modifications.

Ensure appropriate *Violence Prevention Program* is in place.

Implement infection control strategies listed above, such as;

Respiratory etiquette: coughing and sneezing into a tissue or into your elbow or sleeve, followed by hand hygiene.

Hand hygiene: proper and frequent hand hygiene practices are followed, review and encourage hand hygiene practices with staff.

Cleaning and disinfecting guidelines: who is responsible and when tasks are to be completed.

[Proper mask use and storage](#): mask must be stored in a paper bag or plastic container with cover.



Develop procedure for symptomatic individuals (i.e. Practice hand hygiene, wear a mask, isolate until drive arrives or, if able to drive, go straight home. Consult [Renfrew County Virtual Triage and Assessment Centre](#) for further guidance related to testing and self-isolation. If worker is severely ill - call 911. Clean and disinfect any surfaces the ill worker has come into contact with.)

Be aware of staff members who are immunocompromised as they may require being sent home immediately.

Notes:

Step 5: Cleaning and Disinfecting

Review Public Health Ontario documentation. A key resource is [Cleaning and Disinfection for Public Settings](#).

Frequently touched surfaces are cleaned and disinfected at least twice daily and as needed.

[Appropriate](#) cleaning [products](#) are used for the appropriate length of time (contact time).

Only use cleaners and disinfectants with a [drug identification number \(DIN\)](#).

Ensure adequate amount of supplies are on hand and accessible.

Workers who are cleaning have adequate training and materials as per [Occupational Health and Safety](#). Appropriate PPE must be worn when utilizing disinfectants.

Ensure each disinfectant (wipes or spray bottle) has gloves which are accessible for surfaces and equipment to be wiped down.

A schedule and log for cleaning all surfaces is maintained.

Shared items that are difficult to clean and disinfect have been removed.

Minimize the number of people using previously shared office equipment or other items (photocopiers, coffee machines, microwave ovens, etc.).

Shared equipment should be cleaned and disinfected after each use.

Notes:



Step 6: Screening Area

Screening of employees, visitors and clients at entrance of workplace through active screening or passive methods:

Active screening - verbal questioning. Screening station allows for physical distancing (≥ 2 metres) between employee and the person being screened or is separated by a physical barrier (e.g. plexiglass).

Passive screening - through [posted signage](#) or [COVID-19 Self-Assessment Tool online](#).

Notes:

Step 7: Common Areas

Mealtimes are staggered to support physical distancing. Tables and chairs are as far apart as possible, at least 2 metres apart. Chairs are set up in a zig-zag pattern, so individuals are not directly facing each other, every other seat is blocked off or removed.

Use of the kitchen for meal preparation and common areas are staggered.

Refrain from providing and consuming communal foods.

Instruct workers to use their own equipment, such as pens, staplers, headsets, and computers.

Notes:



Step 8: Masks

Review information on [mask use](#), selecting and using masks.

Train workers on [proper mask use](#). Consider who, what, when, where and why.

Understand mask limitations and who may not be able to wear masks. Have optional face shields available for individuals with mask limitations.

Ensure staff has use of brown paper bag, or plastic bin with cover, for mask storage between use.

Notes:

Step 9: Workstations

Try to accommodate workers who are exempt/unable to wear a mask, or who are immunocompromised.

If office attendance is required, position workers in a location that allows them to put more distance between themselves and their co-workers or customers. Arrange workstations at least 2 metres apart and away from communal pathways.

Consider making communal pathways one directional to reduce personal interactions.

If necessary, install [effective barrier](#) (e.g., plexiglass shields) between workstations.

Where possible, cancel in-person meetings and hold meetings by teleconference, video conference, or email instead.

Minimize sharing office space or workstations. If workers must share office space, integrate these locations into your cleaning and hygiene protocols, ensuring that frequently touched surfaces are addressed, such as the computer keyboard and mouse, desk surface, and telephone.

Notes:



Step 10: Outside Visitors

Visits to the workplace should be prearranged, staggered with safety protocols communicated before entry into the workplace (e.g., email and/or signage posted to entrance), if applicable. Keep a record of visitors to the workplace.

Post [signage at the workplace](#) to inform individuals of the measures and requirements in place.

When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.

Waiting areas should be arranged to maintain physical distancing requirement. Install [barriers](#) between receptionists and visitors (e.g., plexiglass). Place markings on the floor directing visitors where to stand when approaching front desk.

Visitors should attend appointments alone and minimize time spent in waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready).

Remove non-essential communal items, such as candy, magazines, and complimentary phone chargers.

Beverages (coffee, tea, water) should not be offered at this time.

Provide a foot activated trash bin at exit for visitors to dispose of used sanitizing wipes and masks.

Notes:

Step 11: Deliveries

1. Ensure delivery zones are clearly identified and limited to receivers and deliverers only.
2. Arrange for suppliers and/or delivery persons to drop off goods at building entrance.
3. Request contactless delivery to maintain physical distancing requirement (e.g., delivery person leaves packages in a pre-arranged location). This option may be limited if signing or proof of receipt is required.

Notes:



Step 12: Transportation

Non-essential transportation or business [travel](#) should be limited and on an exceptional basis only.

Restrict travel between offices or work locations to critical business functions.

Minimize the use of shared vehicles. If required, follow appropriate disinfection procedures before and after travel for vehicle surfaces such as the steering wheel, gear shift, and door handles.

Notes:

Step 13: Monitor and Update as Necessary

Things will change as business continues to operate.

Be flexible with adapting policies and procedures based on new requirements and trends.

Ensure workers know where to go and who to speak with for concerns.

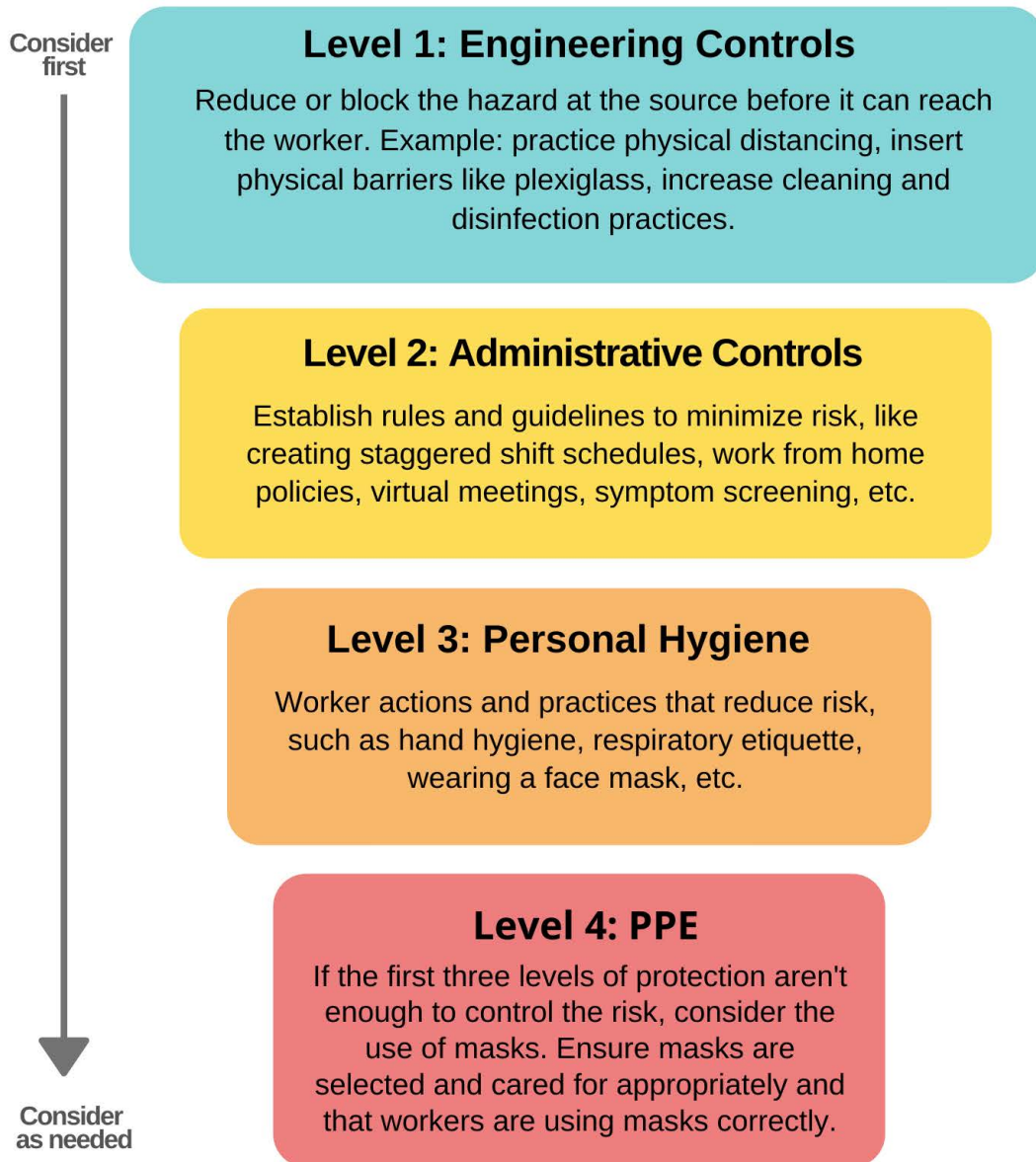
When resolving safety issues, involve joint health and safety committees or representative.

Notes:



Levels of Protection:

Different protocols offer different levels of protection. Use the protocol that offers the highest level of protection. Often you will need to incorporate controls from various levels to address the risk at your workplace.





References

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