

Public Health Guidance for Businesses in Leeds, Grenville and Lanark

With the rise of the COVID-19 variant circulating in our communities, it is important that businesses continue to operate in a manner to prevent the spread of COVID-19. Sector specific guidance documents provide health and safety information for employers and employees can be found at <https://news.ontario.ca/opo/en/2020/05/certain-businesses-allowed-to-reopen-under-strict-safety-guidelines.html>. The following public health measures will help reduce the risk of COVID-19 from spreading in the workplace.

Public

1. Stay home and away from stores and other business when sick. Do the symptom screening checklist before going out by using the provincial COVID-19 Workplace Assessment Tool <https://covid-19.ontario.ca/self-assessment/>. If you have symptoms of COVID-19, visit a local Assessment Centre.
2. Keep at least a 2 metre/6 foot distance from others and adhere to all protective measures the store or business has in place. Wear a cloth face covering indoors and outdoors when the 2 metres/6 feet distance can't be maintained.
3. Practice proper hand hygiene. Have a supply of hand sanitizer with you at all times. Remember if you cough or sneeze do so into your sleeve and not your hands.

Workers

1. Do the COVID-19 screening checklist before going to work. Stay at home when sick with symptoms or when described by the provincial COVID-19 Assessment Tool <https://covid-19.ontario.ca/screening/worker/> and visit a local Assessment Centre. Stay home until test results are known. If the test is positive for COVID-19 then follow public health advice and self-isolate as instructed to prevent further spread of COVID-19.
2. If you become sick while at work then notify supervisor/owner and leave immediately. Follow #1 above.
3. Adhere to all the COVID-19 control measures such as keeping your distance, wearing a mask, protective eye wear, and follow lunch/break room capacity limits while in the workplace.

Employer

1. Implement a formal screening process for all workers and insist all complete it before coming to work. Anyone who does not complete the formal COVID-19 screening tool should not come into the workplace. The following document will provide more information about workplace screening requirements https://covid-19.ontario.ca/covid19-cms-assets/2021-02/Screening%20Worker%20and%20Employee_Feb26v4%20final.pdf
2. Post signage on the door of the business to notify the public that if they are sick they are to not enter the premises. https://healthunit.org/wp-content/uploads/COVID-19_Screening_Poster.pdf
3. Create a COVID-19 safety plan for your workplace. All workplaces are now required to have a safety plan. Staff must be trained on the content of the safety plan. Post the safety plan in a conspicuous location and provide the safety plan to anyone who may request to read it.

4. Set up the environment to maintain safe physical distance (2 metres/6 feet).
- » Use appointments to limit the number of people in one place.
 - » Monitor the number of people in your premises- consider half or reduced capacity.
 - » Monitor customers while in the business to keep their distance- use signs, marks on the floor, staff directing traffic flow, PA system.
 - » Use impermeable barriers to protect workers where possible.
 - » Wear a face covering and protective eyewear in those areas where physical distancing is hard to maintain or if there is an opportunity where an employee may come into contact with someone not wearing a mask. i.e. small spaces where more than one person works, walking down a hallway. For more information on wearing masks and eye wear please visit https://healthunit.org/wp-content/uploads/COVID-19_Protective_Eyewear_Guidance.pdf and https://healthunit.org/wp-content/uploads/How_To_Put_On_and_Remove_a_Face_Covering_Mask.pdf
 - » If you use vehicles as part of your business consider one person per vehicle or one employee in the front and another employee in the back to create space. While in the vehicle proper personal protective equipment such as a mask and protective eye wear must be worn. Crack the windows to allow for more ventilation and air circulation.
 - » Stagger employee work schedules and breaks. Set up the break room so people can stay 2 metres/6 feet away from each other.
 - » Consider which employees can work from home.
 - » Use an online meeting platform to meet with customers or colleagues. In person meetings are discouraged.
 - » Consider the flow of your business. Customers should be directed one way throughout your place of business.
 - » If possible have an in and an out door to avoid customer congestion.
 - » Reduce the amount of money being exchanged, encourage debit, credit or e-transfers.
 - » Maintain online or telephone ordering services.
 - » Maintain curbside and delivery services as part of your normal business.
 - » Keep an attendance list of employees including their contact information for one month's time and make it available to public health for contact tracing if requested.

Personal Hygiene

- » Have hand washing facilities available and supplied with hot and cold running water, liquid soap and paper towels for employees and customers to wash hands.
- » Have hand sanitizer available for employees and customers.
- » Avoid touching your face including eyes, nose and mouth, wash hands after.
- » Coach employees that if they happen to sneeze or cough to do so in their sleeve, wash hands after.

Personal Protective Equipment (PPE)- consider PPE appropriate for your business

- » Face coverings and protective eye wear must be worn by employees if they are working in areas where physical separation cannot be achieved or maintained and when coming into close contact
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with someone who is not wearing a face covering and not behind an impermeable barrier.

- » Install impermeable barriers at cash registers or any other locations in the work place where a barrier would be appropriate.
- » Have handwashing or hand sanitizer available for employees and customers.
- » Train employees on the proper use of PPE.

Face masks

https://healthunit.org/wp-content/uploads/How_To_Safely_Wear_a_Face_Covering.pdf

https://healthunit.org/wp-content/uploads/Should_I_Wear_a_Face_Covering.pdf

<https://healthunit.org/media/2020-archive/uncovering-the-facts-on-face-coverings/>

Hand Hygiene

https://www.youtube.com/watch?v=1YiLjpLXvg4&feature=emb_rel_pause

<https://www.youtube.com/watch?v=pFJaU9nxmTA>

Keeping surfaces clean and disinfected

- » Commonly used cleaners and disinfectants are sufficient at killing COVID-19.
- » Ensure that the disinfectant has a Drug Identification Number (DIN- 8 digit number).
- » Commonly touched areas such as doors, door handles, light switches, seating including arm rests, barriers between customers and employees, debit machines, shopping carts etc. should be cleaned as often as necessary to keep the surface in a clean and sanitary state.
- » Remove loose items such as condiments, stir sticks, pens, straws, pamphlets, brochures and other items that may be touched by multiple people.
- » Areas such as washrooms that are accessible to the public should be monitored closely and cleaned as often as necessary to keep the washroom in a clean and sanitary state.
- » Follow manufacturer's instructions when mixing cleaners or disinfectants.
- » Have proper training for employees to handle cleaners and disinfectants and have Safety Data sheets available. Bottles and containers must be properly labelled.

For up-to-date information on COVID-19 locally please visit our website.