

WORKPLACE SAFETY NORTH: COVID-19 CONTROL CHECKLIST

OVERVIEW

Our knowledge around COVID-19 is changing rapidly. We must ensure we implement the protection measures we know are effective, whether it be government-imposed precautions or proven best practices. Every workplace should perform a **risk assessment** of their operation to ensure they identify the potential COVID-19 related hazards specific to their environment.

The following COVID-19 Control Checklist can be used to help ensure your organization has some of the basic controls and tools in place to protect the health and safety of your workforce and visitors as the province reopens. Please note that based on your specific **risk assessment** your business or operation may have additional controls that need to be implemented in order to protect the health and safety of those onsite.

SCOPE

This COVID-19 Control Checklist focuses on the following control categories:

1. Physical Distancing and Screening
2. Employee Physical and Mental Health
3. Hygiene Measures
4. Government Notices/Regulations
5. Sanitation

COVID-19 Hazard Control		Status			Next Steps
Physical Distancing and Screening		In Place	Need to Implement	Not Applicable	Follow Up Action
1	Workers should work from home, if possible.				
2	All measures to prevent unnecessary contact are in place (policies, procedures, signage, mark floor with tape or other to identify the 6-foot distance).				
3	Proximity maintenance measures such as office separation, barriers, workstation location, shift staggering are in place.				
4	Provide signage in relevant languages at designated entrance points to inform people that they are not permitted to enter the facility if they have a cough, fever, have travelled outside of the country in the last 14 days, have been in contact with someone who has traveled outside of the country within the last 14 days or have been exposed to someone who exhibits these symptoms.				
5	Limit the number of people in the workplace to a number that ensures physical distancing measures can be implemented.				
6	Direct traffic flow and designated entrance areas and exit areas to avoid gathering in access, exit, or station areas (kitchen).				

Physical Distancing and Screening (continued)		In Place	Need to Implement	Not Applicable	Follow Up Action
7	Adjust working hours.				
8	Ensure all high-touch tools and surfaces are cleaned regularly. For detailed information, refer to the Public Health Ontario guide to environmental cleaning .				
9	Reduce the number of passengers on elevators and cages and avoid crowding in stairwells and other tight spaces.				
10	Ensure workers are using any required personal protective equipment appropriately.				
11	Schedule breaks at different times to avoid large groups.				
12	Remind workers returning from abroad, including the United States, they must self-isolate for 14 days and monitor themselves for symptoms, even if mild.				
13	Remind workers to stay home if they are sick.				
14	Hold meetings and encourage other activity in outdoor spaces.				
Employee Physical and Mental Health Assurance		In Place	Need to Implement	Not Applicable	Follow Up Action
1	There is a policy and procedure in place to ensure employees do not come to work if sick and what to do if a worker is sick at work or has symptoms, and has been communicated to all staff https://www.ontario.ca/page/covid-19-coronavirus-and-workplace-health-and-safety				
2	Symptom checks are being conducted before employees may enter the workspace https://www.ontario.ca/page/covid-19-stop-spread				
3	Accommodations are implemented to allow workers to work from home where appropriate				
4	Mental health supports are in place to help employees				
5	Mental health support availability has been communicated to the workforce				

Hygiene Measures		In Place	Need to Implement	Not Applicable	Follow Up Action
1	Hand sanitizer, soap and water, or effective disinfectant is available to workers and their use is encouraged.				
2	Hand sanitizer, soap and water, or effective disinfectant is available to visitors at or near public entrances to the building.				
3	Perform inventory check at regular intervals of opened hand sanitizer, soap and water, or effective disinfectant material to ensure availability for use.				
4	Visual aids such as signs and posters are visible throughout the location to encourage people to not touch items unnecessarily.				
5	Visual aids such as signs and posters are visible throughout the location to encourage people to practice proper hygiene (wash/sanitize their hands regularly, cough/sneeze etiquette).				
6	Provide for contactless payment systems/ touchless delivery system or protocol.				
7	Masks are available to employees (appropriate for the hazard at hand).				
8	If physical distance and separation cannot be maintained, workers should have personal protective equipment (PPE) consisting of surgical/procedure mask and eye protection (goggles or face shield).				
9	Where appropriate or possible (for small buildings or vehicles), ventilate spaces by opening windows and doors.				
10	Regular ventilation practices are encouraged, such as opening doors and windows to reduce build-up of exhaust fumes or other non-COVID contaminants and to control other hazards such as heat.				
11	Employees have received training in the donning, doffing, use, care, limitations, and safe disposal of personal protective equipment.				
12	PPE disposal methods are clearly communicated and available (garbage bag, Ziploc etc.)				

Hygiene Measures (continued)		In Place	Need to Implement	Not Applicable	Follow Up Action
13	Masks are available to visitors (appropriate for the hazard at hand including cloth masks).				
14	Customers, clients, and visitors maybe asked to wear a face covering (non-medical or cloth mask) to protect those around them.				
Government Notices/Regulation		In Place	Need to Implement	Not Applicable	Follow Up Action
1	Required government notices are in place https://www.ontario.ca/page/covid-19-coronavirus-and-workplace-health-and-safety#section-1 https://www.workplacesafetynorth.ca/news/news-post/health-and-safety-association-guidance-documents-workplaces-during-covid-19-outbreak				
2	Employees are encouraged to notify management of health and safety issues or concerns.				
3	If an employer is advised that a worker has an occupational illness due to an exposure at the workplace or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), the employer must notify the Ministry of Labour, Training and Skills Development in writing within four days. https://www.ontario.ca/page/covid-19-coronavirus-and-workplace-health-and-safety				
Sanitation https://www.publichealthontario.ca/-/media/documents/B/2013/bp-cleaning-disinfection-sterilization-hcs.pdf?la=en		In Place	Need to Implement	Not Applicable	Follow Up Action
1	All high contact surfaces are identified and disinfected every 30 minutes (i.e. door handles, toilet handles, carts/baskets).				
2	Disinfect all payment portals, pens, printers, coffee machines, fridge handles, etc. after each use.				
3	Employees are encouraged to bring, use, clean and keep their own cutlery/mugs to minimize cross potential contamination.				

For additional information, resources, or assistance with any of your health and safety needs, please contact Workplace Safety North (WSN) any time at by phone 1-888-730-7821 (toll-free Ontario) or 705-474-7233, e-mail customercare@workplacesafetynorth.ca or [contact your local WSN Health and Safety Specialist](#)