

With new COVID-19 variants circulating in our community, the need to follow public health measures is even more imperative. COVID-19 virus variants of concern (VOCs) have undergone mutations (genetic changes) that make them:

- easier to transmit from person-person;
- shorter incubation period
- more likely to cause serious infections; and
- potentially less preventable by vaccination.

Public Health measures continue to be effective at preventing the spread of COVID-19. Businesses should ensure that they are implementing the necessary infection prevention and control measures and following public health measures correctly.

Below is a checklist to help your business determine if you're meeting the requirements that can help your business stay open:

Workplace COVID-19 Checklist

Screen for COVID 19

- [Employees and essential visitors are actively screened](#) before entering the establishment
- Your organization supports employees staying home rather than working their shift if feeling unwell.
- customers can see the required screening tool signage posted on our entrance prior to entering (if applicable).
- [customers are actively screened](#) (required for: indoor malls; restaurants, bars and other food & drink establishments; sports and rec fitness facilities; meeting and event spaces; personal care services; casinos, bingo halls and gaming establishments).

Contact Tracing

- Where required, a list with contact information is kept for individuals who enter our establishment
- The contact tracing list is stored securely and is kept for at least 30 days

Safety Plan

- A [safety plan](#) has been developed detailing how our organization will lower the risk of COVID-19 in the workplace
- The Safety Plan is posted in an area that is visible to customers and staff
- Employees are aware of organization's policies, COVID-19 in the workplace management, and communication plan
- Employees are aware of resources for workplace accommodations, sick-leave and return to work policies and support
- We are aware of the Hamilton [resource](#) to help answer the Safety Plan questions

Physical Distancing & Capacity Limits

- Physical distancing is reinforced through workplace adjustments (e.g. moving unnecessary furniture, spacing out furniture, signage and barriers, contactless payment)
- Physical distancing is reinforced by modifying interactions (e.g. staggering start, end and break times to reduce crowding, minimizing shared equipment, assigning workers to one work area etc.)
- The number of people allowed in a given space is based on regulatory requirements and the ability to physically distance
- Line-ups both inside and outside the establishment are managed by the establishment to ensure that people are wearing face coverings and that physical distancing is maintained.

Hygiene

- All employees have access to soap and water and/or alcohol-based hand sanitizer (70-90%)
- All employees have been trained on proper hand hygiene and respiratory etiquette
- All employees are required to clean their hands before entering the workplace
- All employees are encouraged to clean their hands frequently and whenever needed
- Hand sanitizer is provided for customers to encourage hand sanitization before entering the premise
- Proper supplies such as tissues, waste bins, garbage bags/liners, hand sanitizer, soap and paper towels are in washrooms, lunchrooms, break and common areas
- Proper hand hygiene and cough etiquette are promoted through monitoring and feedback

Personal Protective Equipment/Face Coverings

- Employees are using the [appropriate face coverings or PPE](#) as required for the nature of the job
- Employees working within two metres of an unmasked person who are not behind a barrier are wearing a medical/surgical mask and eye protection
- Employees working within two metres of a person wearing a mask for a prolonged period are wearing a medical/surgical mask and eye protection
- Workers have been trained on the care, use and limitations of PPE
- Face Covering signage for customers is visibly posted prior to entering your establishment
- Employees are trained on how to enforce masking (including masking exemptions)

Heating Ventilation and Air Conditioning

- Ventilation systems are maintained according to manufacturer's instructions
- Systems adjusted to increase the amount of fresh air and reduce recirculation
- Windows and doors are kept open as much as possible, weather permitting

Cleaning and Disinfecting

- A Health Canada [approved disinfectant](#) is being used appropriately
- Expiry date of the product has been checked
- Manufacturer's instructions are being followed
- Contact time is known (and ideally is between 3-5 minutes). For products with longer contact times a second application may be required.
- Items used for multiple patrons (e.g. chairs), are disinfected between patrons
- There is a schedule for routine cleaning of surfaces. All high-touch surfaces are cleaned and disinfected twice per day.
- General [cleaning and disinfecting guidelines](#) are followed.

Resources

Workplace Safety Checklist: <https://www.ontario.ca/page/covid-19-safety-checklist-workplaces>

Public Health Workplace Restrictions:

<https://www.hamilton.ca/coronavirus/covid-19-restrictions>

Public Health Guidance for Workplaces:

<https://www.hamilton.ca/coronavirus/public-health-guidance-workplaces>