

Workplace Operations During COVID-19

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Outline

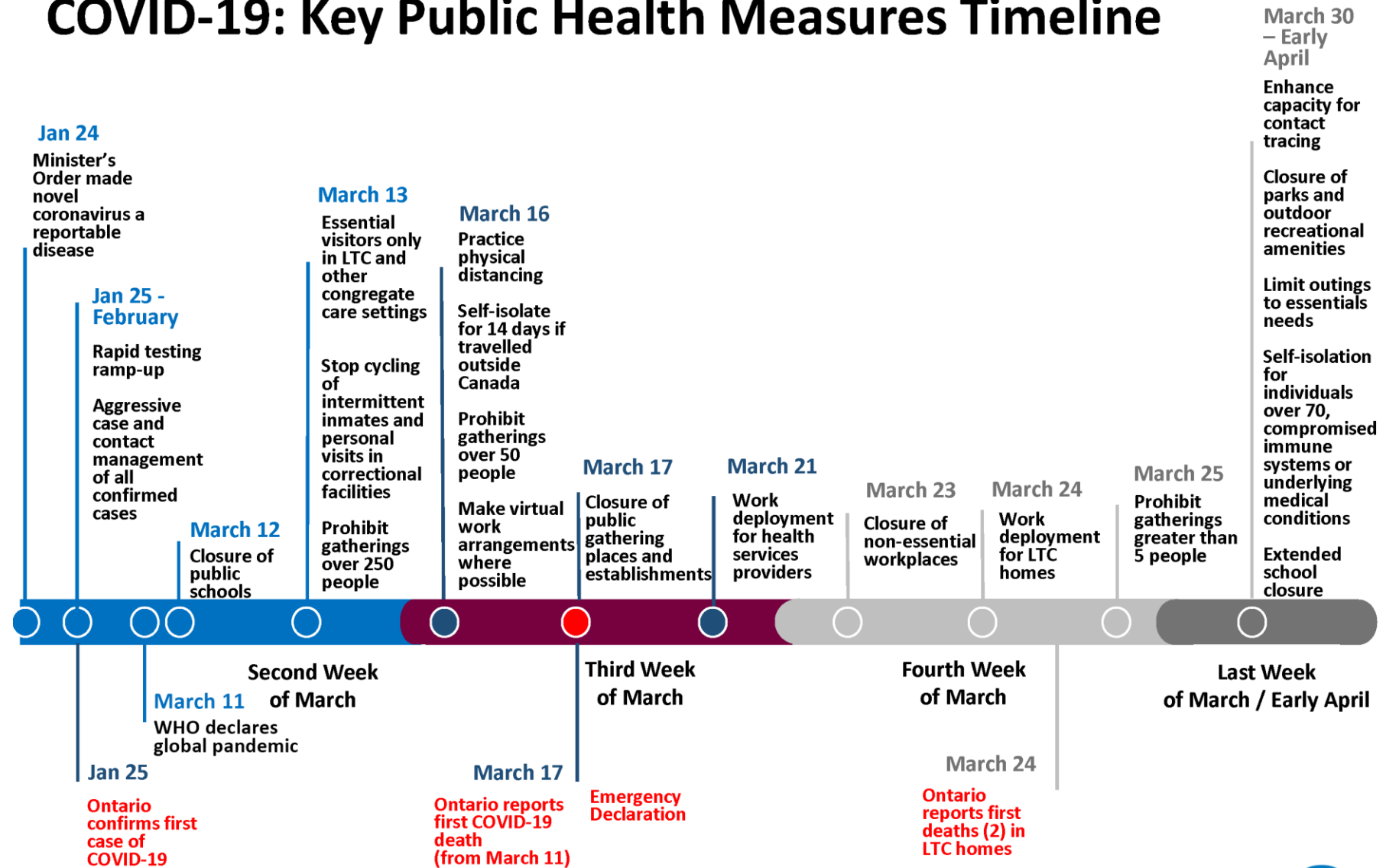
- Current Situation
- Legislation
- Transmission and Public Health Measures
- Summary of Public Health Recommendations
- Guidance Documents
- Questions

Disclaimer

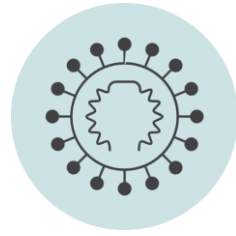
- This presentation is based on information available as of May 20, 2020
- The COVID-19 situation and information is ever-changing, please ensure you are keeping up to date with current best practices
- KFL&A Public Health CANNOT provide occupational health and safety advice (i.e., work refusals). Any inquiries should go to the [Ministry of Labour](#):
 - Employment Standards Information Centre: 1-800-531-5551
 - Health and Safety Contact Centre: 1-877-202-0008

Current Situation

COVID-19: Key Public Health Measures Timeline



Current Situation



March 11, 2020
WHO declares
global pandemic



**Status of cases
in KFL&A**



Legislation



Federal

[The Quarantine Act](#)

Provincial

[The Emergency Management and Civil Protection Act](#)

KFL&A Municipalities

Local State of Emergency Declaration

Quarantine Act

Allows the federal health minister to:

- Screen travellers entering and exiting Canada
- Set up quarantine zones
- Fine or jail travellers who refuse to comply with instructions of quarantine officers
- Can make regulations under the Act which take immediate effect
- Orders (i.e., Mandatory Isolation Order)

Emergency Management and Civil Protection Act (EMCPA)



Ontario government declared an emergency under the EMCPA on March 17, 2020



This emergency declaration has been extended until June 2, 2020



40 orders have been issued under the EMCPA to date

EMCPA Orders

- Child Care fees
- Agreement between health service providers and retirement homes
- Temporary health or residential facilities
- Closure of public lands for recreational camping
- Work Deployment Measures for Service Agencies providing violence against women residential services and crisis line services
- Limiting work to a single Long-Term Care Home
- Work deployment measures in long term care homes
- Work deployment measure for district social services administration boards
- Deployment of employees of service provider organizations
- Work deployment measures for municipalities
- Limiting work to a single retirement home
- Work deployment measures for mental health and addiction agencies
- Congregate care settings
- Access to personal health information by means of electronic health records
- Global adjustment for market participants and consumers
- Certain persons enabled to issue medical certificates of death
- Hospital credentialing processes
- Treatment of temporary COVID-19 related payments to employees
- Education sector

EMCPA Orders

- [Closure of establishments](#)
- [Limitation on size of organized public events, certain gatherings](#)
- Limitation periods
- Staffing options for health service providers
- Drinking water systems and sewage works
- Electronic service
- Work deployment measures in long term care homes
- Electricity price for RPP consumers
- [Closure of places of non-essential businesses](#)
- Traffic management
- Prohibition on certain persons charging unconscionable prices for sales of necessary goods
- [Closure of outdoor recreational facilities](#)
- Corporations, co-operative corporations and condominium corporations
- Enforcement of orders
- Work deployment measures for boards of health
- Work deployment measures in retirement homes
- Access to COVID-19 status information by specified persons
- Service agencies providing services and supports to adults with developmental disabilities
- Pick up and delivery of cannabis
- Signature in wills and powers of attorney
- Use of Force and firearms in policing service

Closure of Places of Non-Essential Businesses

1. (1) The person responsible for a place of business that is open shall ensure that the business operates in accordance with all applicable laws, including the *Occupational Health and Safety Act* and the regulations made under it.

(2) The person responsible for a place of business that is open shall operate the business in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.

Restricting access to businesses and providing alternative methods of sale

2. The person responsible for an essential business that engages in retail sales to the public, other than a business described in paragraph 2, 2.1, 2.2, 2.3, 2.4, 3 or 4 of Schedule 2, shall, to the fullest extent possible, restrict public access to the place of business by providing alternative methods of sale such as curbside pick-up or delivery.

Transmission and Public Health Measures

COVID-19 can spread from person to person through respiratory droplets by:

1) Close, unprotected contact with an infected person (majority of cases)

Transmission reduced by:

- Policies and procedures limiting person to person interaction
- Physical distancing
- Physical barriers
- Cloth and non-medical masks (when physical distancing is a challenge)

2) Touching contaminated surfaces then touching your mouth, nose, or eyes

Transmission reduced by:

- Cleaning and Disinfection
- Not touching face, mouth, eyes, or nose
- Washing hands

Summary of Public Health Recommendations

1) Screening

- Screen staff for COVID-19 symptoms before each shift
 - Provide a questionnaire via paper, electronically or asked verbally
- Exclude any staff who have symptoms related to cold or flu
- Advise ill staff to complete the online [self-assessment](#) or call their primary care provider or visit a community assessment centre
- Create policies for reporting and return to work of ill staff
- [COVID-19 signs](#) to screen customers
 - Place posters at entrances to ensure customers do not enter if they have COVID-19 symptoms
- Track your workforce
 - ensure you have up to date contact information for your staff and their schedules

Summary of Public Health Recommendations

2) Improving Policies and Procedures to Limit in Person Contact

- Allow staff to work from home
- Eliminate or minimize non-essential tasks
- Job rotation or shifts
- Stagger breaks and lunches
- Curbside delivery and pickup
- Providing access to business by appointment only
- Virtual/phone interactions (pre-pay online or over phone)
- Designated work spaces and desks
- All employers must post and communicate COVID-19 policies to workers

Summary of Public Health Recommendations

3) Controls

a) *Physical Distancing*

- Employees should maintain 2 metres (6 feet) physical distance from other staff and customers (including during breaks and lunches)
- Consider floor markings to show the flow of people and the distance to be kept apart
- Post [physical distancing signs](#) at entrances and by cashier or service counters
- Limit the number of customers in the business to allow for ease of movement while staying 6 feet apart (province suggests one customer per four square metres/43 square feet)

Summary of Public Health Recommendations

b) *Engineering Controls*

- Consider installing physical barriers like plexiglass if there will be close contact between your staff and customers
- Use tap features at checkout instead of cash
- Improve fresh air intake and air circulation where possible

Summary of Public Health Recommendations

c) Hand Hygiene

- Ensure all employees are informed of when and how to perform hand hygiene
- Ensure all employees are informed of sneeze and cough etiquette
- Common areas should have soap, hand sanitizer, or disinfectant wipes
- Hand sanitizer, if available for customers, should be at entrances and exits
- Post [hand hygiene](#) instructions around the workplace
- Alcohol based hand sanitizers should be a minimum of 60% alcohol content

Summary of Public Health Recommendations

d) Cleaning and *Disinfection*

- Ensure frequent cleaning and disinfecting of high touch surfaces and common areas such as break room counters, faucets, cash registers, door handles, railings, elevator buttons, toilets, touch screen surfaces, and keyboards
- Environmental cleaning should occur at least twice per workday or as necessary
- Disinfect shared desks, tools, and equipment between change of staff
- Only use [disinfectants](#) that have a Drug Identification Number (DIN)
- Follow manufacturer's instructions (i.e., contact time) and check the expiry date


Summary of Public Health Recommendations

Wear a non-medical face covering where physical distancing is a challenge.



Visit ontario.ca/coronavirus

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e) *Cloth Masks and Face Coverings*

- There is currently no requirement or directive for cloth masks or face coverings to be used for the general public in Ontario
- Medical grade PPE should NOT be used for non-health care related workplaces
- Wear a non-medical face covering where physical distancing is a challenge
- Cloth masks, gloves, and goggles are only effective if they are worn correctly
- If these items will be worn, ensure training is conducted on proper use, how to safely put on and take off as well as the limitations of the equipment

Guidance Documents

Government of Ontario

- [Guidance Documents](#) for over 30 business sectors
- [PPE Supplier Directory](#)
- [Guidance on Health and Safety for Curbside Pickup and Delivery Services during COVID-19.](#)
- [COVID-19 Self-Assessment](#)
- [FAQ about Essential Businesses](#)
- [List of Emergency Orders](#)
- Stop the Spread Info Line 1-888-444-3659

Public Health Ontario

- [Mask Use for Non-Healthcare Workers](#)
- [Hand Hygiene](#)
- [Cleaning and Disinfection for Public Settings](#)

Canadian Centre for Occupational Health & Safety

- [COVID-19 Tip Sheets](#)

KFL&A Public Health

- [Guidelines for Businesses and Workplaces](#)
- [Business Pandemic Plan Checklist](#)
- [COVID-19 Signage](#)
- Developing a policy template for workplaces
- Email IPAC@kflaph.ca or phone 613-549-1232, choose option 6 for questions related to infection prevention and control (IPAC)

Ontario Ministry of Health

- [COVID-19 Guidance: Essential Workplaces](#)

World Health Organization

- [Getting Your Workplace Ready for COVID-19](#)



Questions?