

Preventative Measures List

To limit the spread of coronavirus (COVID-19), here are some possible (not exhaustive) preventative measures for your workplace:

- Employees who are unwell are not to report to work and contact the employer as soon as possible.
- Any employee with a fever, cough and/or respiratory troubles should consult a Telehealth as soon as possible.
- COVID-19 infected employee or employee with family members infected with COVID-19 must remain out of the workplace until they can be verified as no longer contagious.
- Employees must observe social distancing to ensure a minimum of six feet/two meters from other people when working in common areas. Social distancing is proven to reduce the spread of viruses. This means avoiding shaking hands. Ensure visitors/clients/customers are aware of social distancing protocols.
- Post notifications at main entrances for visitors with instructions for cleanliness.
- Close work locations to the public if possible.
- No visits to client locations/workplaces unless necessary. Request they practice social distancing if you must visit.
- Comply with basic hygiene rules. It is imperative to wash hands frequently, use hand sanitizing solutions regularly, and to cough and sneeze into elbow crease rather than hands. Reduce/limit unnecessary travel.
- Postpone gatherings of people until further notice.
- Increase efforts of cleaning, wiping of surfaces and disinfecting the workplace.
- Increase the number of hand sanitizing dispensers/disinfecting wipes throughout the workplace.
- Ongoing awareness and communication to employees about COVID-19 as it impacts your business.
- Promote the use of technology to provide customer service where possible.
- Create return-to-work guidelines in the circumstances of staff showing symptoms of being infected.
- Implement return-to-work guidelines for those staff that have been or are traveling.