



## Prevent and manage COVID-19 in your workplace: Workplace COVID-19 Measures Audit Tool

Updated December 2020

This self-audit tool is intended for regular repeated assessments, to help businesses and organizations stay vigilant and improve COVID-19 measures in their workplace. Owners/operators and staff are recommended to use this audit tool while walking throughs their work areas, to notice where COVID-19 measures are difficult to follow, and to make improvements.

*To the extent that anything in this audit tool conflicts with other applicable Provincial legislation or directives, those Provincial requirements prevail. Where conflicts do not exist, this audit tool is additional to any applicable Provincial requirements.*

Businesses and organizations are responsible for COVID-19 measures required for their sector and zone within [Ontario's COVID-19 Response Framework](#), and measures required by [Ottawa Public Health](#).

**Date:** \_\_\_\_\_

**Work Area Audited:** \_\_\_\_\_

*E.g., entrance lobby, offices, kitchen, staff room*

**Name of person(s) completing Audit:** \_\_\_\_\_

*Workplaces with Joint Occupational Health and Safety Committees are suggested to include this committee*

COVID-19 measures	Yes	No	Plan for improvement, and due date
<b>Physical Distancing</b>			
Are all persons (staff, contractors, visitors, clients) more than 2 metres apart at all times? If not, are they separated by barriers or masked?  <i>Suggestions for improvement</i> <ul style="list-style-type: none"> <li>- Promote staff to work from home</li> <li>- Post workplace maximum occupancy limits</li> <li>- Install physical barriers in tight spaces</li> <li>- Re-arrange workstations and furniture for adequate distancing</li> <li>- Schedule staggered shifts and breaks</li> <li>- Post signage to limit occupancy in tight spaces e.g., break rooms, change rooms, elevators</li> <li>- Create one-way walkways and workflows</li> </ul>			

COVID-19 measures	Yes	No	Plan for improvement, and due date
<b>Masking</b>			
<p>Are all persons (staff, contractors, visitors, clients) wearing masks covering their nose, mouth and chins?*</p> <p>Are staff washing or disinfecting their hands before touching their eyes, nose, or mouth?</p> <p>Number of persons observed in the work area: _____</p> <p>Number of persons with masks covering nose, mouth and chin: _____</p> <p><i>*Masking is mandatory for indoor public spaces; masking for indoor workplaces not open to the public is mandatory unless physical distancing is able to be maintained</i></p> <p><i>Suggestions for improvement</i></p> <ul style="list-style-type: none"> <li>- Supply masks for staff</li> <li>- Conduct regular masking audits and reinforce staff masking</li> <li>- Schedule hydration breaks to support masking during exertional work</li> <li>- Schedule staff training to review how to put on and take off masks without contamination</li> <li>- Post your customer service policy about masking, and consider measures to keep your workplace accessible, including supplying masks to clients for a fee</li> <li>- Post mask requirement signage</li> </ul>			

COVID-19 measures	Yes	No	Plan for improvement, and due date
<b>Screening and response</b>			
<p>Are all staff screened for symptoms or exposure to COVID-19 for every on-site shift?</p> <p>Are staff or clients with symptoms or exposure to COVID-19 excluded from the workplace?</p> <p>Are staff aware of workplace policy if they develop symptoms or test positive for COVID-19?</p> <p>Are staff aware of workplace policy if they are exposed to COVID-19 while at work?</p> <p><i>Suggestions for improvement</i></p> <ul style="list-style-type: none"> <li>- Train all staff on employee screening policies, provide paper or online screening tools</li> <li>- Train staff on how to report COVID-19 symptoms, where to access information about testing and isolation, and the workplace sick leave policies</li> <li>- Maintain updated contact information for all staff</li> <li>- Maintain records of when and where staff were in the workplace</li> <li>- Ensure there are staff on every shift responsible for COVID-19 reporting requirements to Ottawa Public Health (OPH), and to the Ministry of Labour, Training and Skills Development (MLTSD)</li> <li>- Post visible signage for COVID-19 screening at all entrances</li> </ul>			
<b>Hand Hygiene</b>			
<p>Are all staff washing their hands or using alcohol-based hand sanitizer before touching their face?</p> <p><i>Suggestions for improvement</i></p>			

<ul style="list-style-type: none"> <li>- Place alcohol-based hand sanitizers or handwashing sinks in all work areas</li> <li>- Ensure that alcohol-based hand sanitizers contain at least 60% alcohol</li> <li>- Post signage at handwashing sinks including instruction to lather and rub hands for 15-20 seconds</li> </ul>			
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COVID-19 measures	Yes	No	Plan for improvement, and due date
<b>Cleaning and Disinfection</b>			
<p>Are all areas of the workplace cleaned and disinfected? Is there a record showing that high-touch surfaces have been cleaned at least twice in the last 24 hours?</p> <p><i>Suggestions for improvement</i></p> <ul style="list-style-type: none"> <li>- Place alcohol-based hand sanitizers or handwashing sinks in all work areas</li> <li>- Maintain adequate inventory of approved cleaning and disinfectant products</li> <li>- Regularly audit workplace environmental cleaning</li> <li>- Clearly mark work areas as clean, or needing cleaning and disinfection</li> </ul>			

**Resources**

1. [Ottawa Public Health Sector-Specific Guidance](#)
2. [Ministry of Ontario COVID-19 response framework](#) – December 23, 2020
3. [Ministry of Ontario Resources to prevent COVID-19 in the workplace](#) – December 24, 2020
4. [Ministry of Ontario Develop your COVID-19 workplace safety plan](#) – December 7, 2020
5. [Ottawa Public Health instructions on workplace safety, physical distancing and masking, and capacity limits](#) – December 18, 2020
6. [City of Ottawa Temporary Mandatory Mask By-law](#) – July 15, 2020
7. [Government of Canada Risk Mitigation tool for workplaces/businesses operating during the COVID-19 pandemic](#) – September 28, 2020