



Prevent and manage COVID-19 in your workplace Workplace COVID-19 Measures Checklist

Updated January 2021

This checklist is intended to help businesses and organizations to review and improve COVID-19 measures in their workplace.

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

Workplaces 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](#) (OPH).

Date: _____

Name of person(s) completing Checklist: _____

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

Checklist	Yes	No	N/A	Resources
Entrance screening and record-keeping				
Employee and visitor screening are in place. If screening is occurring on-site, the screener is using droplet and contact personal protective equipment (PPE).				Ministry of Health's employee COVID-19 Screening Tool for Workplaces
Entrance has visible signage for universal masking, physical distancing, and symptom screening.				OPH signage for physical distancing and indoor masking , and visitor screening
The workplace maintains an attendance log for all staff, contractors, visitors, or clients. <i>Attendance logs for clients are recommended for specific work sectors and zones.</i> <i>Workplaces are responsible for providing contact information for staff or clients to OPH when there has been COVID-19 exposure within the workplace.</i>				OPH template staff and restaurant patron attendance logs. Many sectors (e.g., restaurant, recreational fitness facilities) are required to maintain client logs in Yellow-Protect, Orange-Restrict, Red-Control, and Lockdown zones. For sector and zone dependent regulations, contact the Stop the Spread .

Distancing				
Review your service delivery model and encourage employees to work from home wherever possible.				OPH resource for protection in staff spaces

Checklist	Yes	No	N/A	Resources
<p>Determine the number of people that your workplace can hold while maintaining two metres/six feet distancing.</p> <p><i>Workplaces are recommended to maintain capacity limits even when it is not required. Workplaces open to the public are required to post capacity limits.</i></p>				OPH guidance for how to determine capacity limit to promote physical distancing.
<p>Modify the workplace environment to promote physical distancing.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Desks and chairs are separated by at least 2 metres/6 feet. <input type="checkbox"/> There are directional arrows, 2-metre distance lines, and physical distancing signage. <input type="checkbox"/> Where physical distancing is not possible, barriers (i.e., plexiglass) are installed. 				OPH physical distancing signage
<p>Modify workplace activities to minimize interactions between workers.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Workers are assigned to only one workplace whenever possible. <input type="checkbox"/> Workers are divided into cohorts (i.e., the same workers work the same shifts together). <input type="checkbox"/> Staggered start and end times reduce crowding at workplace entry and exit. <input type="checkbox"/> Staggered break times to reduce crowding in break rooms. <input type="checkbox"/> In-person meetings are replaced with video and teleconferences whenever possible. <input type="checkbox"/> Equipment sharing is minimized, and protocols for equipment cleaning and disinfection between use are in place. <input type="checkbox"/> Vehicle passengers and drivers wear a mask and stay 2 metres/6 feet apart. 				NCCEH's Physical Barriers for COVID-19 Infection Prevention and Control in Commercial Settings. <i>NCCEH – National Collaborating Centre for Environmental Health</i>
<p>Modify workplace activities to minimize interactions with clients and visitors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post capacity limits for the premise, and easily crowded areas (e.g., common areas, elevators, and multi-stall washrooms). <input type="checkbox"/> Admit fewer customers at a time to allow for distancing. Consider planning for visitors to wait in their vehicles. <input type="checkbox"/> Wherever possible, admit clients and visitors through booked appointments. Remind clients and visitors to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation. <input type="checkbox"/> Arrange waiting areas to maintain physical distancing. <input type="checkbox"/> Consider dedicating specific hours to high-risk populations (e.g., elders). 				
Masking and PPE				

Masking is required for indoor businesses open to the public.				Ottawa's Temporary Mandatory Masking Bylaw 2020-186 Ottawa Public Health's Letter of Instruction to Employers
Masking is also required for indoor businesses not open to the public unless physical distancing can be maintained.				

Checklist	Yes	No	N/A	Resources
Workers can demonstrate how to use face coverings correctly, including: <ul style="list-style-type: none"> <input type="checkbox"/> Hand hygiene before masking. <input type="checkbox"/> Adjusting mask for a good fit, followed by hand hygiene. <input type="checkbox"/> Avoid touching the front of the face covering; if hands come into contact with the front of the face covering, hands are washed or sanitized immediately. <input type="checkbox"/> Remove mask when it becomes soiled, damp, or damaged. <input type="checkbox"/> Hands are cleaned prior to removing the mask. Remove the mask by the straps, then clean hands again. <input type="checkbox"/> Do not share the face covering with others. <input type="checkbox"/> Between uses, machine wash with hot water and regular detergent. <input type="checkbox"/> If masks are used again before washing, fold the front of the face covering in on itself and store in a paper bag. 				OPH's masking guidance www.OttawaPublicHealth.ca/masks OPH's Be COVID Wise in Staff Only Spaces
Workers can demonstrate appropriate properly putting on and taking off of safety equipment required for work. These may include masks and eye protection.				Contact for MOL for OHS requirements. <i>OHS – Occupational Health and Safety</i> <i>MOL – Ministry of Labour</i>
Hand hygiene and Respiratory Etiquette				
There is adequate access to handwashing or sanitization stations in the workplace.				
Workers know to lather and rub hands for 15 seconds when handwashing.				OPH's hand washing and hand sanitizing posters
Workplace promotes hand hygiene and cough etiquette through monitoring and feedback.				OPH's cough etiquette poster
Cleaning and Disinfection				
Workplace has minimized equipment sharing and removed non-essential objects/items that may be difficult to clean.				
There is a schedule for routine cleaning of environmental surfaces. All high-touch surfaces are cleaned and disinfected twice per day.				PHO's guide to cleaning and disinfection for public settings
Disinfectants in use have Drug Identification Numbers, is mixed and applied according to the label instructions, including contact time.				OPH's guide for selecting cleaning and disinfection agents See Environmental Cleaning Guidance section.

Checklist	Yes	No	N/A	Resources
Employee Health and Safety				
Staff are aware of their sick leave policies and financial and tax relief support.				Employees have the right to take job-protected emergency leave if they meet certain criteria. Share information with employees for government financial and tax relief supports .

Checklist	Yes	No	N/A	Resources
Employees are aware of their resources for workplace accommodations, if employees who may be more at risk to severe outcomes from COVID-19 (e.g., health issues, older adults) may not be able to return to on-site work.				Risk factors for severe disease outcomes from COVID-19
Staff are aware of their return-to-work policies after experiencing COVID-19 symptoms, after recovering from COVID-19, and after exposure to COVID-19.				Share OPH Tested for COVID-19, What Now handout
Staff can name credible sources of COVID-19 information.				Share OPH COVID-19 information
Staff are aware of risk factors for severe illness from COVID-19, and their exposure risk for COVID-19 through work.				
Staff have access to PPE available for their work.				OPH resources for selection and use of PPE CDC PPE burn rate calculator
PPE and hand hygiene audits are used to promote staff compliance with COVID-19 precautions.				
Staff are aware of mental health resources.				Share OPH's mental health resources for workplaces .

Checklist	Yes	No	N/A	Resources
COVID-19 Workplace Response				
Staff are aware of the workplace policy for: <ul style="list-style-type: none"> - Responding to symptomatic staff, visitors, or clients - Notification of workers who may have been exposed - Reporting to Ottawa Public Health - Reporting to Ministry of Labour, Training, and Skills 				Employers are required to report to OPH if 2+ cases of COVID-19 occurred <14 days in connection with your workplace , at 613-584-2424

Development (MLTSD)			x26325 OPH template of COVID-19 Workplace staff log.
My workplace is able to provide OPH with contact information for exposed staff, contractors, visitors or clients within 24 hours			
My workplace maintains a staff communications plan for workplace exposure to COVID-19 and reinforces staffs' responsibility to follow OPH guidance for testing and isolation.			Asymptomatic contacts of COVID-19 are normally tested at least 5-7 days after their exposure to the case, and are required to isolate for 14 days regardless of test results.
Managers and staff are aware to cooperate with Ottawa Public Health's mandate to investigate suspect outbreaks (this may include on-site investigations), and to guide outbreak management (including testing, and workplace restrictions or closures).			Ministry of Health's guidance on Workplace Outbreaks .

Some checklist items have been adapted from Kingston, Frontenac and Lennox & Addington Public Health, Peel and Wellington-Dufferin-Guelph Public Health resources.

Resources

1. [Ministry of Ontario COVID-19 response framework](#) – December 23, 2020
2. [Ministry of Ontario Resources to prevent COVID-19 in the workplace](#) – December 24, 2020
3. [Ministry of Ontario Develop your COVID-19 workplace safety plan](#) – December 7, 2020
4. [Ottawa Public Health instructions on workplace safety, physical distancing and masking, and capacity limits](#) – December 18, 2020
5. [City of Ottawa Temporary Mandatory Mask By-law](#) – July 15, 2020
6. [Government of Canada Risk Mitigation tool for workplaces/businesses operating during the COVID-19 pandemic](#) – September 28, 2020
7. Stop the Spread Hotline: 1-888-444-3659