



Best practices for the prevention of COVID-19 in the workplace

Should do

Offices

- > Restrict access and place contact information (phone number) outside on doors. > Limit the number of workers or restrict who is allowed to enter interior workspaces.
- > Maintain the social distance requirements.
- > Do not touch items — “keep your hands to yourself”.
- > Do not share keyboard or mouse, pens, clipboards, or documents.
- > Disinfect commonly touched items like door handles, chairs, tables, etc.
- > Handrails leading up to the office: do not slide your hand down them and routinely disinfect.

Work Meetings

- > Limit the number of people in a meeting to a strict minimum, with a chair spacing between workers. Where practical, move meetings outdoors or conduct them remotely.
- > Use the Canadian government self-assessment questions to verify that workers are not feeling sick and remain aware of the symptoms of COVID-19 so they can self-monitor.
- > Disinfect used pens, chairs and table after each meeting.
- > As part of the verbal orientation discuss: – Social distancing of two metres (six feet). – Hygiene and location of hand washing and hand sanitizing stations. – What the company is doing at the site to promote a safe workplace and remind them that their health is the primary concern. – Where the safety posters are located. – The importance of informing their supervisor if they are feeling unwell and leaving the project.

Work crews

- > Maintain social distancing of two metres (six feet) between workers. Tape off distances so personnel have a visual reference.
- > Stagger work crews to reduce the number of people on site, if possible.
- > Where possible, reduce the number of partner workers, keeping only those who are essential to the project or service. Don't mix workers on crews.

Role of the supervisor

- > The supervisor should question all visitors on the current status of their health using the Canadian government self-assessment questions.
- > The supervisor should confirm the health status of any contractor through discussion and inform the health and safety manager any issues.
- > The supervisor, each day, is to ask for updates of workers who have left work for self-isolation.

When wearing gloves

- > Do not touch your face, eyes or mouth.
- > Make sure that hands are washed thoroughly or disinfected with hand sanitizer as soon as possible after gloves are removed.