

Workplace Safety Requirements for Business



Public health measures continue to be effective at preventing the spread of COVID-19 and its variants. Businesses should ensure that they are implementing the necessary infection prevention and control measures and are following public health measures.

The checklist below can help your business to determine if it is meeting the requirements that can reduce the spread of COVID-19 in the workplace and help protect your customers, employees and community:



SCREEN FOR COVID 19

[Employees and essential visitors \(e.g. contractors, suppliers and volunteers\) are actively screened](#) before entering the establishment. If screened in person, screening should be taking place at least 2 metres (6 feet) away and/or through use of a physical barrier (e.g. plexiglass).

Customers can see the required screening tool [sign](#) posted on our entrance prior to entering.

[Customers are actively screened outside or upon entrance into our business, if required](#) (required for: restaurants, bars and other food & drink establishments; sports and recreational fitness facilities; personal physical fitness & sports trainers; personal care services; teaching and instruction; driving instruction; photography studios & services and; meeting and event spaces).

Customers or employees who fail screening are denied entry to our establishment and advised to follow screening tool advice.

Our organization supports workers who must isolate by ensuring employees are aware of resources for workplace accommodations, [sick leaves](#), [financial support](#), and return to work policies.



SAFETY PLAN

A [safety plan](#) has been developed detailing how our organization will reduce the risk of COVID-19 in the workplace.

The safety plan is posted in an area that is visible to customers and staff and is made available upon request.

Employees are aware of and understand our organization's policies, management of COVID-19 in the workplace and our communication plan.

Our organization has developed a process to ensure that measures and procedures in the plan are being followed.

Our organization is aware of the City of Hamilton [resource](#) to help answer the safety plan questions.

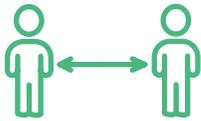


CONTACT TRACING & REPORTING

Where required, a list with contact information is kept for individuals who enter our establishment. This does not apply to patrons who temporarily enter the area to place, pick up or pay for a takeout order).

The contact tracing list is stored securely and is kept for at least 30 calendar days.

Our organization knows how and when to report to the [Ministry of Labour, Training and Skills Development](#) and the [Workplace Safety Insurance Board](#).



PHYSICAL DISTANCING & CAPACITY LIMITS

Physical distancing of at least 2 metres from other individuals is reinforced through workplace adjustments (e.g. moving unnecessary furniture, spacing out furniture, posting [signage](#), providing barriers and contactless payment).

Physical distancing is reinforced by modifying interactions (such as: staggering start, end and break times to reduce crowding, minimizing shared equipment, assigning workers to one work area).

The number of people allowed in a given space is based on regulatory requirements and the ability to physically distance.

Line-ups both inside and outside the establishment are managed by the establishment to ensure that people are maintaining a physical distancing of at least 2 metres (6 feet).



PERSONAL PROTECTIVE EQUIPMENT/FACE COVERINGS

Employees are using the [appropriate face coverings or PPE](#) as required for the nature of the job.

Employees working indoors within 2 metres (6 feet) of an unmasked person, and are not behind a barrier, are required to wear a medical/surgical mask and eye protection.

Employees working indoors or outdoors within 2 metres (6 feet) of a person wearing a mask are encouraged to wear a medical/surgical mask and eye protection.

Employees have been trained on the [care, use and limitations of PPE](#).

[Face covering signage](#) for customers is visibly posted prior to entering our establishment.

Employees are trained on how to enforce masking (including masking exemptions).



HEATING VENTILATION AND AIR CONDITIONING

Ventilation systems are maintained according to manufacturer's instructions.

Systems are adjusted to increase the amount of fresh air and reduce recirculation.

Air from portable fans and/or air conditioners is directed upwards (i.e., it is not blowing at head level/breathing height).

Windows and doors are kept open as much as possible, weather permitting.

Outdoor spaces are used whenever possible.



HYGIENE

Employees are required to clean their hands before entering the workplace.

Employees are encouraged to clean their hands frequently and whenever needed.

Employees have access to soap and water and/or alcohol-based hand sanitizer (70-90%).

Employees have been trained on proper hand hygiene, and cough and sneeze etiquette (for example, sneeze and cough into their sleeve and avoid touching their eyes, nose or mouth).

Proper supplies such as tissues, waste bins, garbage bags/liners, no touch garbage cans, hand sanitizer, soap and paper towels are in washrooms, lunchrooms, break and common areas.



CLEANING AND DISINFECTING

A Health Canada [approved disinfectant](#) is being used.

The disinfectant being used is not expired.

Manufacturer's instructions are being followed.

Contact time is known and ideally is between 3-5 minutes. For products with longer contact times a second application may be required.

There is a schedule for [routine cleaning](#) of surfaces. All high-touch surfaces are cleaned and disinfected twice per day.

Any area in which a person with symptoms of COVID-19 may have been present is thoroughly cleaned and disinfected.

Resources

Step 2 Regulations: [O. Reg 263/20](#): Rules for Areas in Step 2

Workplace Safety Checklist: <https://www.ontario.ca/page/covid-19-safety-checklist-workplaces>

[Ontario COVID-19 Public Health Measures and Advice](#)

Public Health Workplace Restrictions: <https://www.hamilton.ca/publicplaces>

Public Health Guidance for Workplaces: <https://www.hamilton.ca/coronavirus/public-health-guidance-workplaces>