



## Durham Region Health Department Facts about...



# Essential Workplace Recommendations during COVID-19 Pandemic

COVID-19 is a new strain of coronavirus that can cause respiratory illness. For updated information about COVID-19, go to [durham.ca/NovelCoronavirus](https://durham.ca/NovelCoronavirus)

Essential workplaces can remain open during the COVID-19 Pandemic. To further reduce the risk of spreading the disease we are recommending these facilities implement the following recommendations below.

### Recommendations for Cleaning and Disinfecting:

- Thorough and frequent cleaning and disinfecting of all surfaces are to be completed to prevent the spread of COVID-19, including high touch surfaces such as door handles and sink taps.
- Workplaces may need to be closed for a period or limit store hours to properly clean and disinfect all areas of the facility.
- After a thorough cleaning is completed, increased frequency of cleaning and disinfecting is to be maintained.
- Clean and disinfect all high touch surfaces frequently (e.g. door knobs, counters, light switches, hand rails, shared equipment, shopping carts, any surface touched by the public and employees)
- Clean and disinfect the debit machines after each customer.
- Items in the workplace and public places that can't be cleaned and disinfected must be disposed of after each use or removed.
- Commonly used [disinfectants](#) are effective against COVID-19.
- Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste.
- Disinfectants may only be used in non-food contact areas that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
- Always follow manufacturer's instructions for any chemical utilized.
- Washrooms provided for patrons and employees must be cleaned and disinfected on a more frequent schedule.
- For more information on cleaning, sanitizing and disinfecting visit: [health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_food\\_premise\\_guidance.pdf](https://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_food_premise_guidance.pdf)

### Recommendations for Workplaces:

- Post signs at all entrances directing those that are sick to not enter.
- Providing portable handwash station or hand sanitizer at the entrance of the facility.
- Limit the number of people coming into the facility and within the facility.
- Maintain social distancing of 2 metres between people within the store (e.g. line up at the cash

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by placing tape on the floor 2 metres apart, barrier around the employee when restocking, one-way direction in the aisles, etc.).

- Frequent reminders over the PA system to patrons and employees regarding social (physical) distancing (2 metres/6 feet apart) and any other key messaging (e.g. sanitizing hands at entrance, stay home if feeling ill, don't gather/crowd in one area, ensure 2 metres apart in line-ups, etc.)
- Designate the first hour of opening to vulnerable populations (i.e. Seniors).
- Suspend accepting product returns and not putting returned items back on the shelves.
- Reduce physical contact between workers and patrons at the facility.
- Ill staff must stay away from work. Plan for staff absences.
- For questions on self isolation or COVID-19, please visit [durham.ca/NovelCoronavirus](https://durham.ca/NovelCoronavirus)

## Recommendations for Personal Protection Measures:

- Proper handwashing is the best method to help reduce the spread of COVID-19
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Glove use is not recommended. If facilities have extra supply of gloves or other Personal Protective Equipment, they can be donated to front line health care workers. For more information visit <https://www.ontario.ca/page/how-your-organization-can-help-fight-coronavirus>
- If glove use is chosen it is important to change them every hour or more often as necessary and hands are to be washed and/or sanitized between changes. Remember to remove gloves when changing tasks. When gloves are removed, new gloves must be used each time.
- A mask use [policy](#) should be in place for persons entering the workplace. Consideration must be taken for persons with exemptions.
- When physical distancing is not possible, it is recommended that a non-medical face mask or face covering be worn and any applicable Personal Protection Equipment (PPE).
- Non-medical masks/face coverings are recommended for staff in any area in which patrons interact with one another or with staff members, or areas that are open or accessible to the members of the public. Staff who are exempt from wearing a mask/face covering should be given a task with no interaction with the patrons and be able to maintain 2 metres (6 feet) away from other staff.
- A face shield is not a mask. If a patron/staff member chooses to wear a face shield, they must also wear a mask/face covering.
- If there is a physical barrier installed/in-place between the staff and patrons (e.g. plexiglass, etc.) masks/face coverings are still required for staff and patrons while indoors.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people: keep a distance of 2 metres between people.
- Stay home when you are ill.
- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands.
- If you don't have a tissue, sneeze or cough into your sleeve or arm.
- Clean and disinfect frequently touched objects and surfaces.
- Prominently post "[Stop the Spread of Germs](#)" posters.
- Be aware of the most current, credible, public health information/recommendations and communicate these to your staff and customers.

**If you are not able to follow the recommendations listed above, contact your Public Health Inspector to discuss alternate options to reduce the potential risks to your staff and patrons.**

For questions about [self-isolation](#), the self assessment tool or COVID-19, please visit: [durham.ca/NovelCoronavirus](https://durham.ca/NovelCoronavirus)



## References:

Regional Municipality of Durham, [Community Re-opening Toolkit, May 2020](#)

Public Health Ontario, [Cleaning and Disinfection for Public Settings](#)

Public Health Agency of Canada, [Cleaning and disinfecting public spaces \(COVID-19\)](#)

Public Health Agency of Canada, [Community-based measures to mitigate the spread of coronavirus disease \(COVID-19\) in Canada](#)

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