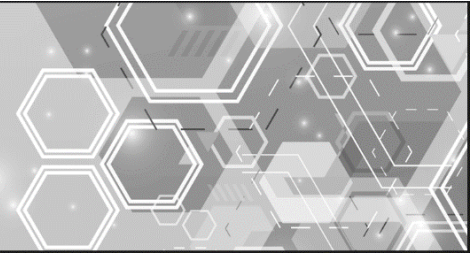




# Durham Region Health Department Facts about...



## Preventative Measures for Workplaces after a COVID-19 Case

Facilities permitted to open in Stage 3 are required to follow [Ontario Regulation 364/20](#), Rules for Areas in Stage 3 under the *Reopening Ontario Act (A Flexible Response to COVID-19)*, 2020, S.O. 2020, c. 17 [ROA]. As per the ROA, individuals who do not comply with the noted requirements may be liable for a fine up to a maximum of \$100,000 or in the case of a corporation, not more than \$10 000 000 for each day or part of each day on which the offence occurs or continues.

To further reduce the risk of spreading the disease, the DRHD is advising these facilities to follow the [Province's sector specific guidance documents](#) and the instructions listed below.

### Cleaning and Disinfecting:

- Clean and disinfect all high touch surfaces and equipment frequently (e.g. door knobs, counters, light switches, hand rails, shared equipment, any surface touched by the public and employees), at a minimum twice per day while in operation.
- Items in the workplace and public places that can't be cleaned and disinfected must be disposed of after each use or removed from use.
- Any absorbent materials used by staff or clients must be laundered after each use.
- Workplaces may need to be closed for a period to allow for proper cleaning and disinfecting. Regular hours of operation may need to be limited 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.
- Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste.
- Commonly used [disinfectants](#) are effective against COVID-19. Surfaces must be cleaned with a cleaner/soap and water before a disinfectant is used.
- Disinfectants may only be used on non-food contact areas/surfaces 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.
- Cleaning and disinfecting logs should be maintained for washrooms and high touch surfaces.



## Facility Operations:

- Post signs at all entrances directing those that are sick not to enter.
- Provide a portable handwash station or hand sanitizer at the entrance of the facility.
- Maintain physical distancing of 2 metres (6 feet) between workers and patrons at the facility.
- Monitor and take steps to prevent crowding (e.g. signage, one-way direction in shared spaces, physical barriers (e.g. plexiglass dividers), etc).
- Monitor staff illness and advise staff to stay at home when ill. Plan for staff absences.
- A screening tool must be implemented to ensure the health of the staff, volunteers and essential visitors (e.g. individuals providing a service in the establishment who are not employees in the workplace such as delivery and maintenance people). For detailed guidance, visit the Ministry of Health's Guidance document [COVID-19 Screening Tool for Workplaces](#).
- For questions on self isolation or COVID-19, please visit [durham.ca/NovelCoronavirus](https://durham.ca/NovelCoronavirus)

## Handwashing & Glove Use:

- Proper handwashing is the best method to help reduce the spread of COVID-19.
- Handwashing facilities/stations and/or an alcohol-based hand sanitizer must be provided for employees to use during their shift. Alcohol-based hand sanitizer must not be used when hands are visibly soiled. Post handwashing posters at the station(s).
- Ensure to check the water, liquid soap and paper towel supplies at the handwashing station(s) to ensure there is an adequate amount (where applicable).
- Increased handwashing by employees: wash hands often with soap and water for at least 20 seconds.
- Single-use glove use is not recommended. 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.

## Personal Protection Measures:

- Mask use is mandatory in all indoor enclosed public spaces or when physical distancing is a challenge or not possible. All indoor enclosed public spaces are required to have a [policy](#) in place to ensure those entering the establishment wear a non-medical mask or face covering.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people: keep a distance of 2 metres (6 feet) between people.
- 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.
- Stay home when you are ill.
- 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.
- For questions on what to do if you have symptoms of COVID-19 or have traveled, please visit [durham.ca/NovelCoronavirus](https://durham.ca/NovelCoronavirus)

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

905-668-2020 or 1-800-841-2729 | [durham.ca/health](https://durham.ca/health)

If you require this information in an accessible format, contact 1-800-841-2729.



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](#)

Ministry of Health, [COVID-19 Guidance: Workplace Outbreaks](#)

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](#)

October 8, 2020

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