



COVID-19 Checklist for Reopening Businesses and Workplaces

As Ontario begins to reopen the economy, we encourage all Durham Region businesses to review the information in this checklist.

This information has been compiled by Durham Region Health Department (DRHD). It is intended to provide guidance to residents and businesses to prepare for safe reopening of our community, subject to direction from the Province of Ontario, and should not be construed as legal advice or to replace specific instructions that may be issued by DRHD or the Province.

Prepare Your Workforce

Determine who will return to work, work schedules and roles.

Employees who may be more vulnerable to COVID-19 may not be able to return to work or these employees should be assigned to duties that allow them to work from home or minimize their contact with clients/customers and other employees.

Consider staggered staff return dates and times to minimize large groups arriving at once.

Train new and existing staff on regular operations, as well as additional COVID-19 health and safety measures (space reconfigurations, plexiglass, personal protective equipment etc.).

Hold in-person meetings outdoors or in large areas that allow for physical distancing.

Prepare for staff absenteeism and [job-protected emergency leave](#).

Employees, volunteers and vendors should complete a screening tool before entering the workplace.

Employees should not report to work if they are ill or have [symptoms of COVID-19](#). If the employee becomes ill while working, the employee should be sent home immediately. Advise employee to complete the [COVID-19 self-assessment tool](#) and/or contact their primary health provider and get tested.

Create a policy to handle an employee or customer who becomes ill while at work or in your business.

Ensure contact information for all employees, suppliers, etc., are accurate.

Have workers store their personal items in separate lockers or in sealed bins/bags.

Do not share personal belongings.

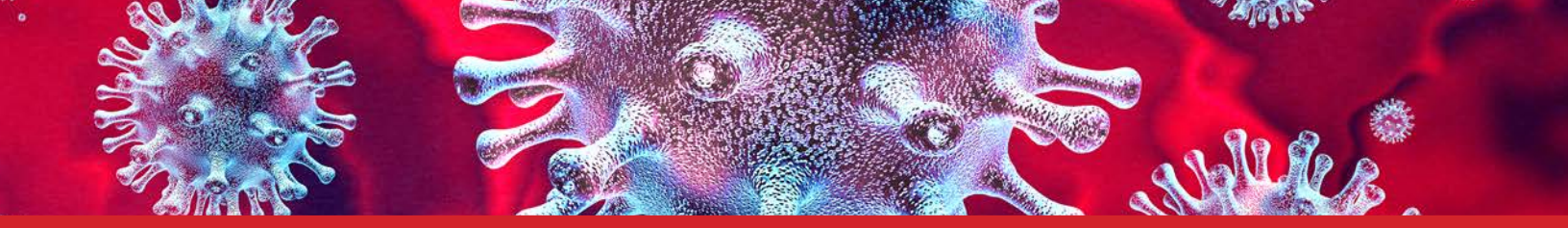


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If you require this information in an accessible format, contact 1-800-841-2729.





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Physical Distancing

Develop guidelines for clients/customers and employees to maintain a distance of at least 2 metres (6 feet) from one another.

Recommendations to encourage physical distancing with everyone at your facility:

- Directional arrows with one-way flow

- Post [physical distancing signage](#) throughout the facility

- Plexiglass barriers

- Floor markings

- Rendering equipment inaccessible (e.g. blocking off sink, desk, chairs that aren't 6 feet apart)

- Work stations 6 feet apart

Limit the number of people within the facility. Control how many patrons enter the facility at one time (e.g. monitoring entry/exit by designating/assigning crowd control staff for each shift, booking appointments to reduce walk-ins etc.).

Implement alternate work arrangements for employees (e.g. teleworking, staggered and flexible hours).

Restrict the number of employees in shared spaces, including kitchens and break rooms, to maintain at least 6 feet between everyone. Posting signage in these areas with a maximum number of people allowed.

Coordinate delivery schedules to reduce the number of possible interactions between suppliers.

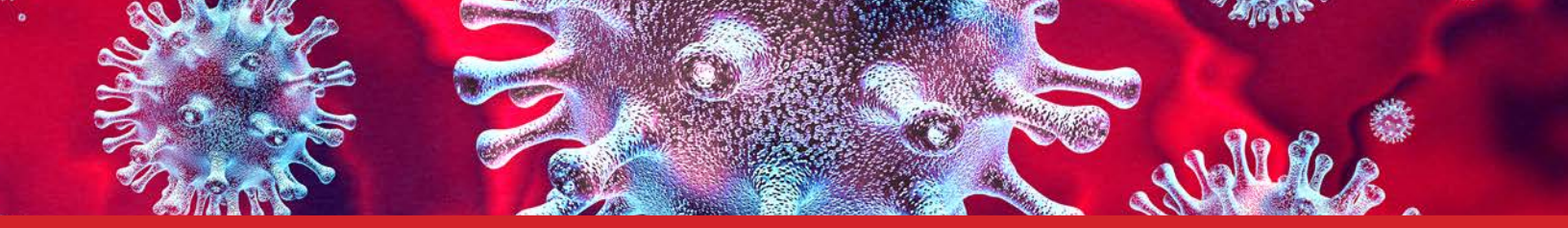


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Cleaning & Disinfecting

Develop a thorough cleaning and disinfection plan for common areas, washrooms, sales areas, staff rooms and employee workstations.

High touch surfaces should be [cleaned and disinfected](#) frequently throughout the day.

Cleaning and disinfecting logs should be maintained.

Commonly used [disinfectants](#) are effective against COVID-19. Approved disinfectants must have a Drug Identification Number (DIN).

Follow manufacture instructions and train staff on use of cleaners and disinfectants. Ensure adequate contact time of the chemical is achieved.

Ensure there is an adequate stock of cleaning chemicals, soap and alcohol-based hand sanitizer on-site.

Limit any sharing of tools, equipment and supplies. Disinfect any shared items between use or customer.

Replace fabric/plush furniture with hard surfaces that can be easily cleaned and disinfected.

Providing portable handwash station or alcohol-based hand sanitizer (70-90% alcohol) at the entrance of the facility.

Employees need to have access to hand washing facilities. Employees should be encouraged to wash their hands frequently with soap and warm water, for at least 20 seconds. Alcohol-based hand sanitizer can also be used if handwashing is not possible and hands aren't visibly dirty.

Post [handwashing](#), [hand sanitizing](#) and cleaning and disinfecting signage.



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Personal Protection Measures

When physical distancing is not possible, [a non-medical face mask](#) must be used and any applicable Personal Protection Equipment (PPE).

A [policy](#) must be in place for persons entering the business/workplace in regards to the use of a non-medical face mask/face covering within the establishment. Consideration must be taken for persons with exemptions and best efforts shall be made to only allow entry to persons wearing a non-medical mask or face covering for commercial establishments.

Non-medical masks/face coverings are mandatory 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.

You are not required to provide non-medical masks/face coverings to patrons, but can provide them if you wish.

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.

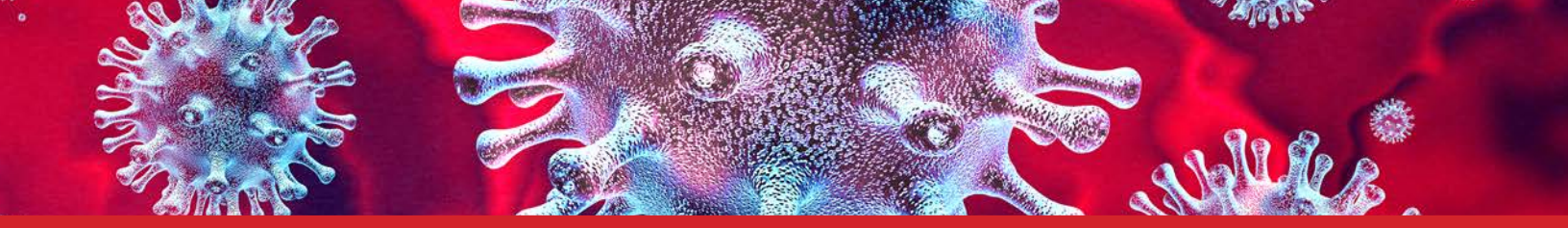
Train staff on how to properly put on and take off PPE and non-medical face masks. Post signage around the office or in designated PPE locations.

[When and How to Wear a Mask](#)

[Public Health Ontario PPE Steps](#)

Train staff on how to properly clean and disinfect reusable PPE (i.e. reusable goggles, face shields) and wash cloth masks.

Place lined garbage receptacles in locations where single-use PPE will be taken off or in several locations throughout the facility.



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Personal Protection Measures (cont'd)

If gloves are used 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 and place directly in the garbage (not to be reused).

Avoid touching your eyes, nose, and mouth.

Cover your cough with tissue/elbow then immediately perform hand hygiene.

To access workplace PPE, use the [Workplace PPE Supplier Directory](#).



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Facility Operations

If a building has been shut down for an extended period, it is important to perform a general building inspection that includes:

- Security system checks

- First aid supply checks

- Ensuring all tools and equipment are in good working order and discard if in disrepair

- Discarding any expired or spoiled inventory

- Checking for evidence of pest/rodent infestation such as droppings.

- Checking the HVAC system to ensure it is in good working order and replace filters if necessary

- Flushing all drinking water taps for at least 5 minutes

- Performing a deep cleaning and disinfection throughout the facility

Increase ventilation and fresh air return where possible.

Post signage at the entrance to inform customers of the requirements while inside your business. Inform customers of your re-opening and any changes to how your business will operate.

Consider posting visitor screening signage at the entrance.

Consider offering services by appointment only to limit the number of appointments per day.

Check the [Region of Durham](#), municipal, provincial and federal websites regularly for updates and helpful resources.

For sector specific guidance on your workplace, visit the [Guidance from the Ministry of Labour, Training and Skills Development](#).



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Resources

[Durham Region Community Re-opening Toolkit](#)

DRHD, [Essential Workplace Recommendations](#)

DRHD Poster: [Help prevent the spread of COVID-19](#)

DRHD Poster, [Protect Yourself and Others](#)

DRHD Poster, [Tips For Choosing Non-medical Face Mask](#)

DRHD Poster, [Practise Physical Distancing](#)

DRHD Poster, [Health & Safety in the Office](#)

Ministry of Health, [Face Coverings & Face Masks](#), May 2020

Ministry of Health, [COVID-19 Guidance: Essential Workplaces](#), May 2, 2020

Ontario, [Face Covering Do's & Don'ts](#)

Canadian Centre for Occupational Health & Safety, [Pandemic Tip Sheets](#)



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