

COVID-19 Checklist for Reopening Businesses and Workplaces

This checklist is intended to be used alongside the [COVID-19 Guidance for Reopening Businesses](#) document to support businesses and workplaces with planning to reopen while following current public health guidelines. All tools and resources have been designed to support a safe reopening and are not legal documents. Wellington-Dufferin-Guelph Public Health (WDGPH) is **unable** to review agency or sector specific reopening policies and protocols. Visit the WDGPH [website](#) for ongoing updates and additional resources for businesses.

Staffing Matters

Questions	Yes	No	Considerations
Is it essential for all employees to be on-site, or can some employees and managers work from home?			Establish work from home plans and policies for employees that are not required on-site.
Does the workplace have employees who may be more vulnerable to COVID-19 and may not be able to return (e.g., health issues, pregnant, older adults)? Please note - The specific conditions of employees may not be publicly known by the workplace or other employees.			Plan for workplace accommodations. Ensure that employees are aware that they can contact Human Resources or business leadership should they require any accommodations.
Has there been recent staff turnover? Are there enough staff to reopen?			Evaluate staffing requirements and consider recruiting additional staff to fill essential positions if necessary.

Questions	Yes	No	Considerations
Is there a need to train new and existing staff on regular operations, as well as additional COVID-19 health and safety measures?			Develop a training plan, based on public health and provincial guidelines .
Does the business have policies or procedures to address job-protected emergency leave?			Employees have the right to take job-protected emergency leave if they meet certain criteria. Consider planning for leaves of absence and a reduction in the number of staff members.
Are employees aware of financial and tax relief supports from the government?			Share support information with employees and consider Government of Ontario or Government of Canada websites.

Occupational Health and Safety

Questions	Yes	No	Considerations
Is the workplace able to meet all occupational health and safety regulations and guidelines, including additional regulations related to COVID-19?			Businesses and workplaces can stay updated on regulations and guidelines specific to the sector using provincial sources.
Do the building(s) and/or work equipment need to be inspected for safety before the business returns to regular operations?			Visit the Government of Ontario website for more information and to schedule inspections if necessary.

Questions	Yes	No	Considerations
Is the workplace able to support the mental health needs of the employees?			Share and promote information with your employees on how to access mental health support .
Is the business aware of recent changes to provincial legislation around meetings and business operations for corporations to help follow physical distancing guidelines?			Visit the Government of Ontario website for more information on how to implement these measures.
Does the workplace have a policies and procedures for employee self-monitoring or screening for symptoms?			<p>Develop policies for self-monitoring and daily employee screening of symptoms. Consider using the province's COVID-19 screening tool for the screening policy.</p> <p>The WDGPH guidance document for businesses also includes a template of a staff memo regarding self-monitoring.</p>
Does the workplace have a policy and procedure for employees that are ill or become ill at work?			<p>Develop a policy that instructs employees to stay home if ill, even if only mild symptoms.</p> <p>If your business does not already have a paid sick leave policy, consider developing one to prevent ill employees from coming to work.</p>

Questions	Yes	No	Considerations
			<p>The WDGPH guidance document for businesses also includes information on what to do if an employee becomes ill or tests positive for COVID-19.</p> <p>Visit the WDGPH website for most current COVID-19 testing guidance.</p>
<p>If the business is open to the public or to visitors, is there visible screening signage for those entering the building, facility, etc?</p>			<p>Consider using visitor screening signage as visitors enter the building or facility.</p>
<p>Is the business able to notify employees in the event that they may have been exposed to a COVID-19 positive individual in the workplace?</p>			<p>The WDGPH guidance document for businesses includes a template of a memo regarding possible COVID-19 contacts.</p>

Cleaning and Disinfecting

Questions	Yes	No	Considerations
<p>Do employees have adequate access to handwashing stations?</p>			<p>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.</p>

Questions	Yes	No	Considerations
Do regular cleaning and disinfecting procedures need to be enhanced?			Increase the frequency of cleaning and disinfecting high-touch surfaces and follow public health guidelines . Additional cleaning resources are available here .
Does the business or cleaning staff use government approved products for proper disinfection against the virus that causes COVID-19?			Refer to the list of approved disinfectants and use these products to clean and disinfect properly.
If the business is a food premise, are proper cleaning and disinfecting guidelines specific to food premises being followed?			Visit the WDGPH website for information and resources for food premises .
Does the workplace have signage and posters reminding staff to follow proper cleaning and disinfecting procedures?			Post signage and make sure staff know how to clean and disinfect properly.

Physical Distancing – Staff and Customers

Questions	Yes	No	Considerations
Are all workstations located at least two metres apart to allow for proper physical distancing between employees?			Consider rearranging workstations or having employees work at every other workstation.
Is it possible to stagger shifts and break times to limit close contact between employees in common areas?			Consider adjusting work schedules if possible and reducing the amount of seating in common areas.

Questions	Yes	No	Considerations
			Also, limit the number of employees gathering in common areas <u>to under 5</u> and limit number in an <u>elevator</u> to allow for physical distancing.
Can staff meetings be held over the telephone or video-chat?			<u>Avoid in-person meetings</u> and consider alternative approaches.
Is there a physical barrier between workers and customers or between workstations?			When a two-metre distance is not possible, consider adding a physical barrier such as plexiglass windows or cubicles.
Has the business cancelled or postponed all non-essential work-related travel and minimized the use of ride-sharing services?			More information is available in in WDGPH <u>guidance document for businesses</u> .
Does the business have enough space to allow for physical distancing between customers (consider retail and waiting areas)?			Limit the number of customers allowed in the place of business, according to <u>provincial guidelines</u> . You may also consider limiting seating capacity.
Does the business have signage to direct customers and encourage physical distancing?			Consider floor decals and <u>posters</u> to remind customers to keep a two-metre distance and direct the flow of traffic through aisles and queues.

Questions	Yes	No	Considerations
Is it possible to start or continue offering curbside pick-up and online ordering?			Consider these options to help limit the number of in-store customers and keep vulnerable customers safe.

Personal Protective Equipment (PPE)

Questions	Yes	No	Considerations
Are there situations where physical distancing is not possible and non-medical face coverings (e.g., cloth masks) should be worn? Consider interactions between coworkers, and between workers and customers.			Encourage physical distancing by following the guidelines above. If not possible, recommend or provide staff with non-medical face coverings . Encourage safe cough and sneeze etiquette when not wearing a face covering.
Do staff know how to properly put on, take off, and wash a cloth mask between uses?			Provide staff with posters on how to wear and wash a cloth mask properly.
Will the employees require PPE? Does the business have access to personal protective equipment (PPE)?			For information on specific PPE needs for the workplace setting, visit the Ontario workplace health and safety website . Use the provincial Workplace PPE Supplier Directory to make purchases of PPE.

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