

Preventing COVID-19 in the Workplace for Employees

COVID-19 cases continue to rise in our community. Recently, WDG region has seen an increase in cases related to workplace exposures. However, there are effective actions that can be taken as we all have a role to play in reducing the spread of COVID-19 in workplace settings.

COVID-19 Screening

- Complete the [COVID-19 screening tool](#) before leaving for work each day. Stay home if feeling ill or if you have any of the COVID-19 symptoms. Set up a personal reminder for yourself each workday morning to make completing the screening part of your routine.

Physical Distancing

- Maintain at least 2-metre (6 feet) physical distance from coworkers whenever possible. This includes spaces where coworkers tend to gather for breaks, lunch and meetings.
- Rearrange furniture/equipment in workspaces to allow for a 2-metre distance, if possible.

Wearing a Face Covering

- Wear a 2-ply face covering at all times inside your workplace, unless is reasonably required to temporarily remove (e.g., to eat or drink).
- Consider bringing 2-3 washed or new face coverings with you to work each day to change into a new face covering after eating during a meal break.
- Cloth or fabric face coverings should have 2-3 layers of tightly woven material.
- Follow your workplace's universal masking policy as applicable. If your workplace is in outbreak, work with un-masked staff or customers, or it is impossible for staff to physically distance, your workplace may direct you to wear a medical grade mask and eye protection (face shield, safety glasses or goggles).

Hand Hygiene and Cleaning

- Hands should be sanitized with alcohol-based hand rub or washed with soap and water after using the bathroom, before consuming food and after touching common surfaces or objects. Workstation areas should be disinfected often to avoid spreading COVID-19 from touching surfaces.

Ride Sharing

- If possible, do not share transportation with coworkers. If ride sharing cannot be avoided, all members of the carpool should wear a face covering for the entire ride to work.
- Consider ride sharing with the same group of people each day to prevent the risk of spreading COVID-19 to multiple people.

Common Spaces in Workplaces

- Continue to practice physical distancing of at least 2-metres and wearing a face covering in common spaces where coworkers tend to gather, such as break or lunchrooms, hallways, and meeting spaces.
- Consider making a schedule with fellow coworkers to stagger the use of lunchrooms or break areas to avoid overcrowding so you eat and take breaks with the same people.