

# Workplace **COVID-19** Prevention Plan

If you're part of a sector association or organization, check to see if they've developed any Safe Practice Guidelines for your industry. Use the Safe Practice Guidelines to help you prepare your individual plan.

## COVID-19 prevention plan checklist



### How you work and interact with customers

Think about how you serve customers, receive supplies, deliver materials, deal with waste and cleaning. Your plan could consider measures like:

- Restricting contact through curbside pick-up and delivery
- Changing how supplies are delivered
- Cleaning and disposing of waste more often



### Physical distancing in the workplace

Physical distancing is one of the best ways to reduce the spread of COVID-19. Your plan may consider:

- Floor markings to separate and direct customers and clients
- Separating work-stations or cash registers
- Staggering working hours



### Cleaning

Viruses can live on surfaces for days. If you have equipment or tools shared by multiple people, think about whether you can limit who uses it and clean surfaces and objects you touch frequently. Your plan could consider measures like:

- Regularly scheduled cleaning and disinfecting throughout the day
- Frequent disinfecting of high-touch surfaces such as countertops, door handles and debit machines



### Equipment

Consider what equipment is in your workplace; such as, desks, computers, cash registers, pencils, water coolers, lunch room appliances, pens, personal protective equipment or barriers. Your plan could consider:

- Limiting who can use the equipment and a schedule to clean equipment
- Any protective equipment required for employees such as masks and gloves
- Any protective measures to be installed, like plexiglass dividers



### Preparing employees to return to work

Help employees understand their duties and responsibilities for complying with safe practices set by the industry and the employer. Your plan could consider:

- Training on how to self-assess symptoms and what to do/when to stay home
- Understanding duties and responsibilities of both managers and staff
- Policies to report and address non-compliance



### Preparing for customers or clients

Customers, service providers and suppliers need to be aware of the safety precautions they must follow. Your plan could consider:

- Signage to limit numbers, physical distancing
- Markings for line-ups and strategies to reduce opportunities for close contact
- Contactless delivery and pick-up



### Monitoring and communicating your plan

Everyone needs to be adaptable and considerate as we move forward together. It's critical to maintain and adapt your plan as the situation changes. You also need to communicate your plan and make sure people understand it.