

Public Health Guidance for Businesses in Leeds, Grenville and Lanark

As the Province of Ontario begins to reopen it is important that businesses prepare to operate in a manner to prevent the spread of COVID-19. Sector specific guidance documents that provides health and safety information for employers and employees can be found at <https://news.ontario.ca/opo/en/2020/05/certain-businesses-allowed-to-reopen-under-strict-safety-guidelines.html>. The following public health measures will support reopening stores or businesses while ensuring the risk of spreading the COVID-19 virus is minimized.

Public

1. Stay home and away from stores and other business when sick. Do the symptom screening checklist before going out by using the provincial COVID-19 Assessment Tool <https://covid-19.ontario.ca/self-assessment/>. If you have symptoms of COVID-19, visit a local Assessment Centre.
2. Keep at least a 2 metre/6 foot distance from others and adhere to all protective measures the store or business has in place. Wear a cloth face covering if the 2 metres/6 feet distance can't be maintained.
3. Practice proper hand hygiene. Have a supply of hand sanitizer with you at all times. Remember if you cough or sneeze do into your sleeve and not your hands.

Workers

1. Do the symptom screening checklist before going to work. Stay at home when sick with symptoms described on the provincial COVID-19 Assessment Tool <https://covid-19.ontario.ca/self-assessment/> and visit a local Assessment Centre. Stay home until test results are known. If the test is positive for COVID-19 then follow public health advice and self-isolate for 14 days and symptoms are resolving.
2. If become sick while at work then notify supervisor/owner and leave immediately. Follow #1 above.
3. Adhere to all the infection prevention and control measures in the workplace.

Employer

1. Implement a formal screening process for all workers and insist all complete it before coming to work.
2. Post signage on the door of the business to notify the public that if they are sick they are to not enter the premises.
3. Set up the environment to maintain safe physical distance (2 metres/6 feet).
 - » Use appointments to limit the number of people in one place.
 - » Monitor the number of people in your premises- consider half or reduced capacity.
 - » Monitor customers while in the business to keep their distance- use signs, marks on the floor, staff directing traffic flow, PA system.
 - » Use clear barriers to protect workers where possible.
 - » Wear a cloth face covering in those areas where physical distancing is hard to maintain i.e. small spaces where more than one person works.

- » If you use vehicles as part of your business consider one person per vehicle or one employee in the front and another employee in the back.
- » Stagger employee work schedules and breaks. Set up the break room so people can stay 2 metres/6 feet away from each other.
- » Consider which employees can work from home
- » Consider an online meeting platform to meet with customers or colleagues.
- » Consider the flow of your business. Customers should be directed one way throughout your place of business.
- » If possible have an in and an out door to avoid customer congestion.
- » Reduce the amount of money being exchanged, encourage debit, credit or e-transfers.
- » Maintain online or telephone ordering services.
- » Maintain curbside and delivery services as part of your normal business .

Personal Hygiene

- » Have hand washing facilities available and supplied with hot and cold running water, liquid soap and paper towels for employees and customers to wash hands.
- » Have hand sanitizer available for employees and customers.
- » Have hand wipes available for employees and customers.
- » Avoid touching your face including eyes, nose and mouth, wash hands after.
- » Coach employees that if they happen to sneeze or cough to do so in their sleeve, wash hands after.

Personal Protective Equipment (PPE)- consider PPE appropriate for your business

- » Face shield (cloth face covering if face shield not available) should be worn by employees if they are working in areas where physical separation cannot be achieved or maintained.
- » Encourage customers to wear cloth face coverings when necessary especially if you cannot physically distance.
- » Install clear barriers at cash registers or any other locations in the work place where a barrier would be appropriate.
- » Have handwashing or hand sanitizer available for employees and customers.
- » Train employees on the proper use of PPE.

Face masks

https://healthunit.org/wp-content/uploads/How_To_Safely_Wear_a_Face_Covering.pdf

https://healthunit.org/wp-content/uploads/Should_I_Wear_a_Face_Covering.pdf

<https://healthunit.org/media/2020-archive/uncovering-the-facts-on-face-coverings/>

Hand Hygiene

https://www.youtube.com/watch?v=1YiLjpLXvg4&feature=emb_rel_pause

<https://www.youtube.com/watch?v=pFJaU9nxmTA>

Keeping surfaces clean and disinfected

- » Commonly used cleaners and disinfectants are sufficient at killing COVID-19.
- » Ensure that the disinfectant has a Drug Identification Number (DIN- 8 digit number).
- » Commonly touched areas such as doors, door handles, light switches, seating including arm rests, barriers between customers and employees, debit machines, shopping carts etc. should be cleaned at least once every 2 hours.
- » Remove loose items such as condiments, stir sticks, pens, straws, pamphlets, brochures and other items that may be touched by multiple people.
- » Areas such as washrooms that are accessible to the public should be monitored closely and cleaned at least every two hours or more frequently if necessary.
- » Follow manufacturer's instructions when mixing cleaners or disinfectants.
- » Have proper training for employees to handle cleaners and disinfectants and have Safety Data sheets available and bottles or containers properly labelled.

For up-to-date information on COVID-19 locally please visit our website.