

### Best Practices When Preparing to Reopen Your Business

#### Physical Distancing

- Practice physical distancing (staying 2m away from others) and allow staff to work from home.
- Limit the number of people working in one space so that they can distance themselves from each other, and stagger start times and break times.
- Reposition workstations to increase physical distances.
- Install barriers and partitions.
- Reschedule unnecessary visits to the workplace.
- Schedule appointments and pick up times to limit the number of people in one place at the same time. Schedule a time buffer between appointments to limit potential contact.
- Reduce the number of people in your premises and monitor the number of people on site.

#### Hand hygiene

- Practice and encourage proper hand hygiene (regular hand washing and sanitizing) and avoid touching your face, especially your eyes, nose, and mouth.
- Have all employees and visitors wash their hands thoroughly with soap and water, or an approved alcohol-based hand sanitizer if soap and water are not available, before entering the workplace, after contact with others, or with surfaces others have touched. Be sure to keep an adequate supply of soap, paper towels, etc. on hand and ensure regular handwashing is occurring, especially before breaks and at shift changes. Provide staff with hand sanitizer for their use when receiving deliveries, interacting with the public, etc.
- Train staff and the public on proper hand hygiene techniques and display posters near hand washing stations and hand sanitizer dispensers: How to Wash your hands & How to use hand sanitizer - ([posters](#))
- Cough or sneeze into your sleeve and wash your hands afterwards.

#### Cleaning & Disinfecting

- Keep surfaces and objects clean.
- Have proper training for all employees on handling cleaners and disinfectants safely and have Material Safety Data Sheets available and bottles/containers properly labelled. Follow all manufacturer's instructions when mixing cleaners or disinfectants.
- Train everyone on how to keep their work surfaces, devices, screens and equipment clean.

- Sanitize the workplace thoroughly and often. Increase frequency of cleaning surfaces and common areas, such as door handles, entryways, light switches, elevators, buttons, PIN pads, washrooms, and kitchens. Commonly touched areas 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.

Cleaning and Disinfecting for Public Settings:

Health Canada: List of disinfectants and hand sanitizers for use against COVID-19:

Click here for [the list of disinfectants](#) & click here for the [list of authorized hand sanitizers](#) (updated daily, Monday to Friday)

### Screening & Communication

- Prevent contact with potentially infected people.
- [Learn the symptoms of COVID-19 infection.](#)
- Screen workers regularly for health issues and ensure that you or your coworkers stay home if you or they have symptoms or are in close contact with someone who has symptoms.
- Formalize your screening process and have all staff complete a screening checklist before entering the worksite. Advise staff to stay home when sick and to visit the local assessment centre. Stay home until the test results are known, and if the test for COVID-19 is positive, to follow public health advice and self-isolate for 14 days and symptoms have been resolved.
- Post signs for the public on the door advising them to stay home if they are sick or have any of the COVID-19 symptoms. Where possible, offer delivery or another modified service to those who are sick to encourage them to remain home.

### Preparing the workplace

- Employers should consult with Joint Health and Safety Committees/Health and Safety Representatives in the workplace on measures to protect workers in the workplace.
- Look at ways that you might minimize risks of contact with customers, employees, and surfaces
- Increase the air flow and supply of fresh air in your workplace.
- Train everyone on possible COVID-19 transmission points in the workplace, what steps are being taken to protect them, and how they can protect themselves, including frequent hand washing or sanitizing, and not touching their face.
- Reposition workstations to increase physical distances.
- Install barriers and partitions.

- Look at traffic flow in your workspace for staff and the public. Utilize arrows to direct traffic in one direction. Where possible, designate a separate entrance and exit to limit congestion.
- Reschedule unnecessary visits to the workplace.
- Keep up to date on best practices. Consider regular times to check in with public health updates and retrain/revise practices as needed.
- Ensure adequate supply of soap, paper towels, cleaning supplies, and hand sanitizers are available.

### Health and Safety Controls for Employers and Management

#### [Download the complete WSPS factsheet](#)

- Can you minimize or eliminate tasks that put you and others in danger? Can you adjust your workspace and tasks to limit the number of people that need to be in the same area at the same time?
- Can meetings with customers take place remotely over the computer or phone?
- Can payment transactions be made by e-transfer, online, or phone? Cashless or tap payment are recommended if advance payment is not possible.
- Restrict the number of people in your building and limit the number of building entry and exit points if possible. If one entrance/exit area will cause congestion, consider having one door designated as entrance only, and one as exit only to help with traffic flow and physical distancing.
- Limit the number of people in a given area at any one time (for retail the province is restricting the number of customers per square meter to one customer per 4 square metres (43 square feet) to ensure physical distancing of 2 metres can be achieved at all times). Change the work layout, set floor markings to ensure physical distancing is being practiced. Use appointments and scheduled pickups to limit the number of people in one place.
- Put barriers in place between yourself and those you must interact with if possible.
- Improve fresh air intake/circulation.
- Increase the frequency of cleaning commonly touched surfaces (screens, keyboards, PIN pads, cash drawers, door handles, countertops, light switches etc.). Be sure to follow safe practices and use [appropriate cleaning agents](#).
- Use good hand washing techniques and avoid touching your face. When that is not possible, a good hand sanitizer should be used frequently and between personal interactions if possible.
- Maintain curbside and delivery services as part of your normal business.