

# City of Oshawa Reopening Toolkit

Updated: 07.08.2020

## 1.0 Objectives

- Assist Oshawa companies to get the information and resources they need to reopen efficiently and safely
- Demonstrate the City's commitment to economic recovery
- Complement Buy Local efforts and activities

You should start preparing for re-opening, but you are not permitted to start operating until the revised order under the Emergency Management and Civil Protection Act is announced by the Provincial government and comes into effect. Please note that announcement may contain conditions, which may result in amendments to this guideline. Please check the City's website at [www.oshawa.ca/residents/covid-19-information-updates.asp](http://www.oshawa.ca/residents/covid-19-information-updates.asp) for updates.

This document does not replace the Occupational Health and Safety Act (O.H.S.A.) and its regulations, and should not be used as or considered legal advice. Under the O.H.S.A., employers have the duty to take every precaution reasonable in the circumstances to protect workers from hazards in the workplace, and nothing in this document relieves employers of this obligation. Health and safety inspectors apply the law based on the facts in the workplace and this general guidance cannot address unique circumstances. Employers should also review and follow any applicable directives and guidance coming from the Chief Medical Officer of Health and Ministry of Health.

## 2.0 Audience

Oshawa based companies within the categories noted below. Not all guidelines will apply to all companies. There is a need to have materials that are relevant to various work environments. The following categories are suggested as a starting point:

- Restaurants/Bars
- Retail
- Manufacturing
- Construction

## 3.0 Program Overview

The program has two main components: an online resource and sector specific guidelines/materials.

### 3.1 Online: Collect/Post/Promote

A "toolkit" section will be created and added to the Mayor's Economic Recovery Task Force webpage to provide each category with:

- Professional advice on re-opening from Provincial Health Units, Provincial Ministries, Associations, etc.
- Examples of guidelines being used by companies (General Motors of Canada, J.J. McGuire General Contractors Inc., etc.)

- Links to materials that can be used to facilitate re-opening (public health signs, posters, promoting social distancing, etc.)

At this point it is suggested that the on-line resource may be sufficient to serve the office, manufacturing, construction, and logistics sectors given the resources being provided by professional associations and others.

### 3.2 Sector Specific Toolkits

A physical tool kit will be produced for the Restaurants/Bars and Retail categories and will include:

- A Category specific guideline/check-list noting items that a company should consider as they re-open
- List of potential personal protective equipment (P.P.E.) providers
- Other options under discussion: Potential provision of P.P.E. and hand sanitizer to each company

### 3.3 Additional Sector Specific Toolkits

Province of Ontario released safety guidelines to protect workers, customers and the general public from COVID-19 as it gradually reopens the provincial economy. These resources are available for different sectors. They will help employers and workers better understand how to prevent the spread of COVID-19. Sector guidelines contain recommendations and tips for employers on how to keep workers safe on the job. [Province of Ontario Sector Guidelines](#).

## 4.0 Durham Region Public Health

[Durham Region Medical Officer of Health](#) issued instructions to ensure the mandatory use of non-medical masks or face coverings within most public and enclosed indoor spaces, effective July 10, 2020. This means that non-medical masks or face coverings are mandatory for all community members, with the exception of those who have health, respiratory and sensory issues; various disabilities; are unable to remove the mask without assistance; children under the age of two; or other valid reasons. At this point, non-medical masks or face coverings will be required, while the provincial emergency orders remain in force.

A variety of signage and resources are available for download on the [Durham Region Community Toolkit](#).

## 5.0 Promotion/Communication

- Brand as a Mayor's Economic Recovery Task Force initiative
- Press Release to launch the toolkit
- Direct e-mail to as many companies as possible
- Category webinars (examples of how I did it for my business)
- Direct distribution
- Social media and print advertising

## **6.0 Attachments**

**Attachment 1: Draft COVID-19 Guidelines for Restaurant Reopening**

**Attachment 2: Draft COVID-19 Guidelines for Retail Reopening**

**Attachment 3: Draft COVID-19 Guidelines for Manufacturing Facility Reopening**

**Attachment 4: Draft COVID-19 Guidelines for Construction Site Reopening**

## Attachment 1: COVID-19 Guidelines for Restaurants and Bars Reopening

This guide provides you with the information you need to re-open your restaurant, or other food premise, after being closed or limited to take-out and delivery only.

You should start preparing now for re-opening, but you are not permitted to start operating dine-in services until the revised order under the Emergency Management and Civil Protection Act is announced by the Provincial government and comes into effect. Please note that announcement may contain conditions, which may result in amendments to this guideline. Please check the City's website at [www.oshawa.ca/residents/covid-19-information-updates.asp](http://www.oshawa.ca/residents/covid-19-information-updates.asp) for updates.

If you have a specific question about anything in this document, please call Oshawa's Economic Development Department at 905-436-3311, email [Business@Oshawa.ca](mailto:Business@Oshawa.ca).

### Part 1: Food Premises Pre-Opening Checklist

More food premises will be permitted to operate once the Provincial Emergency Order is lifted. The following are recommended actions to be taken prior to opening your establishment:

- Check the condition of all food and discard expired or otherwise unfit products.
- Wash, rinse and sanitize all food contact surfaces.
- Ensure hand washing stations are adequate and functional.
- Clean and disinfect all non-food contact surfaces, including high touch areas such as door handles and equipment knobs.
- Check thoroughly for signs of pest activity. Consider contracting a licenced pest management company prior to opening to ensure there is no infestations.
- Clean, sanitize and ensure all hot and cold holding facilities/equipment are functional.
- Where applicable, ensure dishwashing machines are functioning adequately.
- Ensure adequate amounts of sanitizers and detergents are available for manual dishwashing.
- Ensure garbage storage areas are clean and of adequate size for your needs.
- Washrooms available to the public must be cleaned and disinfected as frequently as necessary to ensure a sanitary environment; and adequate supplies must be available.
- Ensure faucets are working properly and flush pipes for at least five minutes.
- Consider replacement of air filtration and sanitation of air exchangers and ensure all ventilation systems maintain adequate airflow. Going forward monitor heating, ventilation, and air conditioning systems.
- Consider training staff on new procedures/requirements.

### Part 2: Guidance for the Re-Opening of Food Premises

This guide describes the requirements of the Durham Region Health Department (D.R.H.D.) for the re-opening and operation of retail food premises within the City of Oshawa.

#### COVID-19 Transmission

COVID-19 can spread from person to person through close contact from respiratory droplets of someone with COVID-19. The respiratory droplets can travel up to two metres/six feet through:

- Close personal contact, such as touching or shaking hands.

- Contact with nose and throat secretions (e.g., coughing and sneezing).
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

### **Main measures to prevent the spread of COVID-19 in food premises**

- [Physical distancing](#) (keep two metres/six feet distance) from both staff and customers.
- Customers who arrive together may be kept less than two meters/six feet from each other.
- Frequent cleaning and disinfecting of all potentially contaminated surfaces.

### **Additional protective measures your staff should take to keep everyone safe**

- Stay home when you are sick.
- Wash hands often. Avoid touching your face with unwashed hands.
- Cough or sneeze into your elbow.
- Wear a [face mask or covering](#) when in an enclosed, public setting.

### **Maintain logs for customer and staff contact information**

- Operators should keep logs of the name and contact information for customers and staff, with a check in time.
- If there is a continued case of COVID-19 at the restaurant, public health will use that list to notify the staff and customers.

### **The owners/operators of food premises must ensure that the above requirements are met.**

The guidance below describes how these requirements might be implemented, but operators are ultimately responsible for providing an environment that minimizes the risk of transmission of COVID-19. This resource does not replace the O.H.S.A. and its regulations, and should not be used as or considered legal advice. Operators should also refer to guidance from the [Ministry of Labour](#).

There is no requirement for restaurants to be inspected by D.R.H.D. before reopening. However, if you have a new restaurant, you should contact D.R.H.D. before opening for an inspection.

## **Part 3: Re-Opening Guideline**

### **Prepare the physical space**

- Rearrange and/or remove seating and tables, or mark as unavailable, to meet BOTH of these conditions:
  - Minimum of two metres/six feet between patrons from different groups.
  - No more than 50% of the rated capacity available for use.
- Consider reservations only.
- Remove waiting area seating, and create a process to ensure that customers stay separate and maintain physical distancing while waiting to be seated.
  - Consider taking phone numbers to text message or call customers when their table is ready.
- Demarcate floor with markers for any areas where a line up may occur.
- Keep chairs well away from high traffic areas if possible.

- Rearrange equipment and/or processes in the kitchen and other areas used by staff so that a two metre/six foot distance is achievable at all times. If not feasible, staff must wear masks.
- If necessary, arrange pick-up by servers to maintain distance (e.g. use the bar as a serving area).
- If necessary, install barriers (e.g. Plexiglas) to protect staff (e.g. host desk) or customers (e.g. between back-to-back booths).
- Remove buffets and self-serve locations.
- Reconfigure break rooms/areas and eating areas for staff to physically distance.
- Provide direction to customers:
  - Install directional arrows (e.g. at entrance/exit) if possible.
  - Erect signage for [physical distancing](#), [passive screening](#)<sup>1</sup>, and any policies affecting them.
- The use of non-medical masks or face coverings in all indoor public spaces is strongly encouraged. Operators may require their customers to wear them, except when eating.

### Develop Protocols

- Policies for customers: for example, reservations preferred/only; payment by card preferred/only.
- Menus: single-use paper, online for customers' mobile devices, menu-boards, chalkboards, or regular menus cleaned between uses.
- Tables: do not pre-set tables; utensils should be rolled or packaged.
- Table items: replace regular condiments with single-serve versions, or sanitize between uses, consider disposable napkins, etc.
- Staffing: for example, stagger shifts, stagger breaks and lunch breaks, update absence policies, and new protocols for back filling absences.
  - Note that active screening<sup>2</sup> and not allowing staff to work if showing symptoms of COVID-19 are required policies. Staff must report any symptoms developed during shift to their supervisor.
  - Staff should be aware of COVID-19 precautions, and physically distance as much as possible, including with other staff. Staff congregating can be a high risk for COVID-19 transmission.
- Signage: post [signs](#) on [handwashing](#), physical distancing, reporting symptoms, and make them visible to staff and customers.
  - Cleaning and disinfecting: update protocols for cleaning/disinfecting surfaces and equipment.
  - Give attention to key touch points and objects (e.g. food contact surfaces, hand contact areas, door handles, switches, table tops, chairs, sneeze guards, restrooms, taps, utensils and dispensers).
  - Shared equipment such as credit card machines and cash registers.
  - Consider installing devices such as automatic doors and lights, electronic taps etc.
  - Specify and obtain approved hard-surface cleaning materials.

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<sup>1</sup> Passive screening: Customers screen themselves by following steps described on a poster

<sup>2</sup> Active Screening: Staff are screened by someone prompting them with questions

- Thoroughly clean the premises before opening.

More details on cleaning and disinfection are available at Public Health Ontario's [Coronavirus Disease 2019 \(COVID-19\) Cleaning and Disinfection for Public Settings](#).

- Supply dispensers for hand sanitizer (70 to 90% alcohol concentration) to staff and customers, including at the door and on tables.
- Minimize unnecessary contact between customers and staff (e.g. place clearly visible numbers on tables and ask customers to seat themselves. Minimize the time staff spend within two metres/six feet of customers).
- Record the name and contact information for each reservation, with the time and date, which can be used by D.R.H.D. in the event contact tracing is required (see below).

### **Train Staff**

- How best to serve food, maintain safe physical distancing and avoid unnecessary handling (e.g. serve to front of table and let customers distribute, avoid handling coffee cups when refilling, let customer fill/pack leftovers in containers).
- To install directional arrows directing employees and minimizing direct contact.
- To practice physical distancing during breaks.
- Assign staff to specific tasks and minimize contact between them.
- Ensure staff have access to gloves and masks as needed.
  - Train staff in proper use of gloves and masks. Gloves are not essential, but, if used, must be changed frequently and hands should be washed between uses.
- Encourage frequent handwashing using the correct technique, and to avoid touching face.
- Keep a staff log of when and where staff worked, with contact information, in case it is required for contact tracing by D.R.H.D.

### **During Active Operation**

- The owner/operator, or another person appointed for that purpose, should be present and checking to ensure adherence to protocols.
- Screening of staff for signs and symptoms of COVID-19 is critical. All measures must be taken to ensure staff are well before interacting with customers and colleagues. Ensure that active screening of each employee occurs before each shift.
  - Do not allow staff members who are sick to come to work. If staff are sick they should go home and stay at home. They should also be advised to complete the [COVID-19 self-assessment tool](#) and/or contact their primary health provider and get tested.
- Ensure customers are physically distancing while waiting; have them wait outdoors when necessary, but ensure that they do not impinge on the space of diners on the patio, if applicable.
- Customers who exhibit [symptoms](#) of COVID-19 should be refused entry. Display posters telling customers if they have symptoms they cannot enter.
- All customers must be seated; service to standing customers (e.g. in bar areas) is prohibited.
- Make sure that tables are cleaned and sanitized at least daily and between sittings.
- Maintain cleaning and sanitation logs.

- Consider opening doors and/or windows to increase ventilation.
- Live music is prohibited. If you provide recorded music, turn down the volume. Loud music causes diners to lean towards each other and raise their voices or shout, thus increasing the risk of transmitting the virus.
- In case D.R.H.D. must trace contacts of COVID-19 cases, please collect customer and employee contact information. Ensure that you obtain a first name and telephone number (or e-mail address) from one person in each party (this may be provided when making a reservation), and keep this, together with a record of the table number and the date and time for at least 30 days. This information may be requested by D.R.H.D. to assist with tracing contacts of someone who ate at your restaurant and subsequently developed COVID-19. You may also be required to post a notice of data collection.

#### **Part 4: Patios**

Restaurants are encouraged to provide patios wherever feasible. Patios provide conditions which inhibit the survival and spread of the COVID-19 virus. The rules for distancing, service, and cleaning and sanitation that apply to the indoor area of the food premise also apply to patios.

- Overhead coverings may be used (e.g. canopies, tents without side panels umbrellas, etc.), but full enclosures are not permitted.
- The required distance between adjacent edges of tables is the same as for indoor dining: two metres/six feet.
  - Temporary table dividers may be installed to make physical distancing easier for restaurants with communal seating or larger tables.
  - Groups must be seated two metres/six feet from another group.
- Limit the time servers spend within two metres/six feet of customers.
- Allow space for the safe circulation of customers and staff.
- Consider a reservation system to avoid lines of waiting customers.
- Ensure that lines of waiting customers do not come close to patio customers.
- Demarcate floor with markers for any areas where a line-up may occur.
- Mark direction of travel to designate entrances and exits, pick up areas and washrooms.
- Post signage promoting physical distancing upon entry.
- Provide one or more means of egress.
- Prepare a contingency plan to redirect patrons in the event of rainfall.

#### **Download and Print Posters for your Restaurant**

[Reopening Businesses](#)

[Tips for choosing face mask](#)

[Keeping safe while using face mask](#)

[Help prevent the spread](#)

[Handwashing](#)

#### **Additional Resources**

[Province of Ontario Restaurant and food services health and safety during COVID-19](#)

[Province of Ontario Guidance on Health and Safety for Restaurant Servers, Cooks and Dishwashers during COVID-19](#)

[Ministry of Labour, Training and Skills Development Restaurant and Food Service: Guidance for Health and Safety](#)

[Region of Durham Community Reopening Toolkit](#)  
[Region of Durham COVID-19 Updates](#)  
[Restaurant Canada Reopening Best Practices](#)

**More information**

For more information, visit our website <https://www.oshawa.ca/residents/covid-19-information-updates.asp>, email [Business@Oshawa.ca](mailto:Business@Oshawa.ca), or call us at 905-436-3311.

## Attachment 2: COVID-19 Guidelines for Re-Opening Retail Stores

This guide provides you with the information you need to re-open your retail store.

Retail stores are permitted to operate as per Emergency Management and Civil Protection Act and the Provincial government announcement. Please note that announcement may contain conditions, which may result in amendments to these guidelines. Please check the City's website at [www.oshawa.ca/residents/covid-19-information-updates.asp](http://www.oshawa.ca/residents/covid-19-information-updates.asp) for updates and new information.

If you have a specific question about anything in this document, please call Oshawa's Economic Development Department at 905-436-3311, email [Business@Oshawa.ca](mailto:Business@Oshawa.ca).

### Part 1: Retail Store Pre-Opening Checklist

The following are recommended actions to be taken prior to opening your establishment for business:

- Thoroughly inspect the store for mechanical, air, water, gas, and pest issues.
- Install Plexiglas at checkout and help counters to keep employees from being exposed.
- Clean and disinfect all contact surfaces, including high touch areas such as door handles and equipment knobs.
- Washrooms available to the public must be cleaned and disinfected as frequently as necessary to ensure a sanitary environment; and adequate supplies must be available.
- Ensure hand washing stations are adequate and functional.
- Ensure garbage storage areas are clean and of adequate size for your needs.
- Budget and acquire adequate supply of masks, gloves, sanitizer and cleaning supplies for employees and customers if possible.
- Set a maximum occupancy for store, elevators, escalators that allows for two metres/six feet of distance between customers and employees. Appoint an employee to ensure compliance.
- Update signage for occupancy limit, alternative shopping methods, cleaning methods, and symptoms assessment.
- Assess your supply chain needs.
- Define how you'll handle new and returned stock.
- Host training session for staff on new procedures/ requirements.

### Part 2: Guidance for the Re-Opening of Retail Stores

This guide describes the requirements of the D.R.H.D. for the re-opening and operation of retail stores within the City of Oshawa.

#### COVID-19 Transmission

**COVID-19** can spread from person to person through close contact from respiratory droplets of someone with COVID-19. The respiratory droplets can travel up to two metres/six feet through:

- Close personal contact, such as touching or shaking hands.
- Contact with nose and throat secretions (e.g., coughing and sneezing).

#### Main measures to prevent the spread of COVID-19 in food premises

- **Physical distancing** (keep two metres/six feet distance) from both staff and customers.
- Customers who arrive together may be kept less than two meters/six feet from each other.
- Frequent cleaning and disinfecting of all potentially contaminated surfaces.

### **Additional protective measures your staff should take to keep everyone safe**

- Stay home when you are sick.
- Wash hands often. Avoid touching your face with unwashed hands.
- Cough or sneeze into your elbow.
- Wear a [face mask or covering](#) when in an enclosed, public setting.

### **Advice for Businesses**

- Stores may book appointments to ensure customers are able to conveniently enter the store in future, where possible.
- Provide online ordering, delivery or curbside pick-up to reduce need for customers to enter your premises.
- Train everyone on how to keep their work surfaces, order screens, debit machines, cash registers, and equipment clean.
- Train employees to protect themselves and others by frequently washing or sanitizing hands, and not touching their face.
- Provide masks, gloves, sanitizer for visitors to use upon entry as well as wiping handles on shopping carts and hand baskets after every use, where possible.
- Advise customers not to use their own containers, reusable bags or boxes.
- Screen workers regularly for COVID-19 symptoms and implement procedures for reporting the illness and keeping the worker away from others.
- Collect customers and employees contact information, where possible, in case they come in contact with someone that tested positive for COVID-19.
- Stagger breaks and adjust the breakroom layout to maintain social distancing.
- Communicate quarantine policies, legal rights and responsibilities, and sick/ absence policies with employees.
- Determine how to handle requests for accommodations.

### **Physical Distancing**

- Place multiple signs near entrances about the physical distancing methods being used and instruct customers how to exercise physical distancing at the store.
- Have someone in place to direct customers.
- Set up queue lines at entrances with cones or ropes that also respect pedestrians' right to use the sidewalk.
- Place markers (tape or cones) every two metres/six feet to act as distancing cues.
- Open in-store by appointment and/or by limiting the number of people in the stores at any one time.
- Retailers must restrict the number of customers per square metre – for example, one customer per four square metres (43 square feet) – to ensure physical distancing of two metres/six feet at all times.
- Only fitting rooms with doors can be used, not curtains, to facilitate disinfecting.
- Retailers must restrict use to every second fitting room at any one time to allow for cleaning after use and ensure physical distancing.
- For in-person payments, have cashiers step back from customers if the card reader cannot be relocated two metres/six feet away from cashier.

- If the queue outside the store gets too long to manage, retailers should offer ways to have customers queue digitally and leave their contact information, or book an appointment to enter the store on a future occasion.

### **General Information**

- No sidewalk sales or displays of goods are permitted on the sidewalk at this time.
- Post signage advising at-risk customers (i.e. symptoms, recent travel, exposure to someone with COVID-19) to return home and self-isolate.
- Encourage employees and customers to wear face coverings (i.e. non-medical masks or cloth masks).
- Encourage no-contact payment (credit, debit) instead of cash.
- Workers should wash or sanitize their hands regularly and each time they handle cash or payment machines.

**The operators of retail stores must ensure that the above requirements are met.** Operators are ultimately responsible for providing an environment that minimizes the risk of transmission of COVID-19. This resource does not replace the O.H.S.A. and its regulations, and should not be used as or considered legal advice.

Operators should also refer to guidance from the Ministry of Labour.

### **Download and Print Posters for your Restaurant**

[Reopening Businesses](#)

[Tips for choosing face mask](#)

[Keeping safe while using face mask](#)

[Help prevent the spread](#)

[Handwashing](#)

### **Additional Resources**

[Durham Region: Retail Curbside Pickup or Delivery](#)

[Durham Region: Community Reopening Toolkit and Signage W.S.P.S. Guidance on Health and Safety for Retail Sector](#)

[W.S.P.S. Guidance on Health and Safety for Retail General Labour Employees Ontario Tip Sheet for Retail](#)

[Retail Council of Canada Recovery Checklists](#)

## Attachment 3: COVID-19 Guidelines for Construction Reopening

This guide provides you with the information you need to re-open your construction site, or other construction-related premises, after being closed or limited in capacity.

Construction activity is permitted to operate as per Emergency Management and Civil Protection Act and the Provincial government announcement. Please note that announcement may contain conditions, which may result in amendments to this guideline. Please check the City's website at [www.oshawa.ca/residents/covid-19-information-updates.asp](http://www.oshawa.ca/residents/covid-19-information-updates.asp) for updates and new information.

If you have a specific question about anything in this document, please call Oshawa's Economic Development Department at 905-436-3311, email [Business@Oshawa.ca](mailto:Business@Oshawa.ca).

### Part 1: Construction Pre-Opening Checklist

More construction sites will be permitted to operate once the Provincial Emergency Order is lifted. The following are recommended actions to be taken prior to opening your construction site:

- Wash, rinse and sanitize all contact surfaces.
- Ensure hand washing stations are adequate and functional.
- Clean and disinfect all non-contact surfaces, including high touch areas such as door handles and construction equipment.
- Clean, sanitize and ensure all equipment are functional.
- Ensure adequate amounts of masks, gloves and sanitizers are available for staff and subcontractors.
- Ensure any garbage storage areas are clean and of adequate size for your site needs.
- Washrooms must be cleaned and disinfected as frequently as necessary to ensure a sanitary environment; and adequate supplies must be available.
- Consider training staff on new construction procedures/guidelines.

### Part 2: Guidance for the Re-Opening of Construction Premises

This guide describes the local requirements of the D.R.H.D. while utilizing local best practices of J.J. McGuire General Contractors Inc. for the re-opening and operation of construction premises within the City of Oshawa.

#### COVID-19 Transmission

**COVID-19** can spread from person to person through close contact from respiratory droplets of someone with COVID-19. The respiratory droplets can travel up to two metres/six feet through:

- Close personal contact, such as touching or shaking hands.
- Contact with nose and throat secretions (e.g., coughing and sneezing).
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

#### Main measures to prevent the spread of COVID-19 on construction premises

- **Physical distancing** (keep two metres/six feet distance) between staff.
- Frequent cleaning and disinfecting of all potentially contaminated surfaces.

#### Additional protective measures your staff should take to keep everyone safe

- Stay home when you are sick.
- Wash hands often. Avoid touching your face with unwashed hands.

- Cough or sneeze into your elbow.
- Wear a [face mask or covering](#) when in an enclosed, public setting.

### **Maintain logs of staff contact information**

- Site supervisors should keep logs of the name and contact information for sub-contractors, visitors and staff, with a check in time.
- If there is a continued case of COVID-19 at a construction site, public health will use that list to notify the staff and visitors.

**The operators of construction sites must ensure that the above requirements are met.** The guidance below describes how these requirements might be implemented, but operators are ultimately responsible for providing an environment that minimizes the risk of transmission of COVID-19. This resource does not replace the O.H.S.A. and its regulations, and should not be used as or considered legal advice. Operators should also refer to guidance from the [Ministry of Labour](#).

## **Part 3: Re-Opening Guideline**

### **3.1 Construction Roles & Responsibilities**

#### **Contractor**

The contractor is to provide information and supervision to protect the health and safety of an employee/worker and is to coordinate training programs as they relate to workers, supervisors and Joint Health & Safety Committees as required.

#### **Project Manager**

The Project Manager will:

1. Ensure all field operations personnel are aware of understand and are effectively practicing COVID-19 procedures as set out in this guideline.
2. Bind all trade contractor companies and suppliers contractually to these guidelines/program. In order that field operations personnel may be kept current on all safety practices and procedures.
3. Insist on compliance with the O.H.S.A. and its regulations, from both staff and of the subcontractor companies engaged on projects.
4. Ensure that safety guidelines are being routinely assessed for their degree of effectiveness, on all projects, by a competent person. Such safety inspection reports will be forwarded to management.
5. Review site for unsafe conditions and implement corrective actions.
6. Provide written notice to subcontractors of any unsafe practices.

#### **Project Superintendent**

The Superintendent will:

1. Be responsible for safe work operations on site and compliance with COVID-19 guidelines as well as the O.H.S.A. and its regulations for all field staff, workers and subcontractors engaged in the work, as well as visitors to the work site.
2. Ensure all workers use proper P.P.E. for the job they are performing.
3. Protect the safety of the public and employees.

4. Ensure that all necessary safety signage is posted in a clear and obvious location.
5. Keep site clean and safe at all times.
6. Plan material/equipment deliveries daily to allow for safe access/egress of vehicles.
7. Advise all workers of known hazards on job.
8. Review site for unsafe working conditions and practices and take immediate action to correct any unsafe work.
9. In case of accident/injury, perform accident investigation and complete reports as required.
10. Conduct safety orientation and training for all workers on site.
11. Hold Tool Box Safety talks.

### **Foreperson**

The foreperson shall assist the project in carrying through with all the specified supervisor responsibilities as outlined above. In addition, the Foreperson will:

1. Ensure the health and safety of the crew and that each worker under supervision is fully aware of COVID-19 guidelines and rules of conduct.
2. Ensure that each member of the crew understands the safe procedures of the work, the actual and potential hazards of the work and the safety regulations that apply to the work. The foreperson must insist workers report all injuries and hazards of which they become aware.
3. Check work areas and work practices for hazards and take corrective action as needed. An initial check for hazards should be done before the commencement of work on a shift and as often as necessary to ensure the health and safety of their crew.
4. In the event of an accident, immediately investigate the causes and inform the project superintendent or competent replacement accordingly.
5. Acquaint new workers to the actual and potential hazards of the job and the safe work procedures as required.
6. Act immediately to stop any violations and make it clear such behavior will not be tolerated.

### **Worker/Employee**

1. Has a personal responsibility to work safely and in accordance with COVID-19 guidelines and the O.H.S.A. and its Regulations.
2. Are to wear proper P.P.E. as required on site and for the task they are performing.
3. The worker has the right to refuse work, which they feel is unsafe to perform, but may, by the same right, be refused permission to work by management if he/she fails to perform safely and in accordance to the O.H.S.A. and its Regulations.
4. The worker is obligated by law to report any unsafe condition, practices, or injuries of which they are aware, to their supervisor immediately so appropriate action may be taken. The worker also has the right to inform their safety representative of any safety issues.
5. The worker is expected to help new employees recognize job hazards and follow proper procedures.
6. Ensure all Public Health guidelines regarding testing and immunizations are adhered to.

### **Safety Representative**

1. Ensure that all subcontractors, and employees on site are complying with COVID-19 guidelines.
2. Conduct random inspections of the work areas and report their findings and recommendations to the project superintendent.
3. Assist in establishing a Joint Health and Safety Committee (if required).
4. Provide guidelines and facilitate training pertaining to safety and healthy work conditions and worker practices, with professional institutions, associations and professional consultants.
5. Ensure subcontractor's safety documentation is on site.
6. Assist with accident/incident investigation & reporting.

### **Subcontractor**

1. Ensure supervisors/workers are knowledgeable regarding COVID-19 guidelines and emergency response plans.
2. During an emergency assist the superintendent with worker safety/control and assure that all personnel are accounted for.
3. Monitor workers to ensure compliance with COVID-19 guidelines.
4. Ensure workers are using proper P.P.E.

### **3.2 Requirements for Self-Disclosure**

All workers should complete a COVID-19 Screening Checklist on a weekly basis. Any workers, subcontractors, or visitors who refuse to complete the screening checklist or answer "yes" to any of the questions will be denied access to the project site.

#### **Illness & Self Isolation**

Anyone who has travelled outside of Canada should:

- Report the situation to your employer immediately.
- Self-isolate at home for 14 days when you return.
- Monitor yourself for symptoms of the 2019 novel coronavirus for 14 days after returning to Canada.
- Contact Telehealth Ontario at 1-866-797-0000 or their local public health unit if you experience symptoms of the 2019 novel coronavirus.

Anyone who is displaying symptoms of illness should:

- Report the situation to your employer immediately.
- Stay home if you are sick. Only return to work if you are healthy.
- If you experience flu like symptoms (fever, cough, difficulty breathing) you must self-isolate for 14 days and avoid contact with other people to help prevent the spread of disease to others at work, in your home and your community.

### **3.3 COVID-19 Testing Requirements & Safe Return to Work**

Any worker required to complete a COVID-19 test based on the instruction from Telehealth Ontario or their local public health unit must remain in self-isolation until test results have been received. The following steps shall be adhered to in the event of a COVID-19 test scenario:

- A positive COVID-19 test result will require the worker to follow continued direction from their local public health unit. The worker is not permitted to return to work.

- A negative COVID-19 test result will allow the worker to return to work, however they must be symptom free prior to their return to the project.

A copy of the COVID-19 test results should be provided to the employer prior to any worker returning to the project.

### **Work Hours & Breaks**

For the purpose of optimizing social distancing, public health and general safety, organizations should be flexible with on-site personnel with respect to start time's and staggering of breaks.

### **Hygiene & Social Distancing**

Organizations are encouraged to follow and adhere to the following hygiene and social distancing guidelines:

- Practice meticulous hand hygiene practices. We strongly encourage all employees to routinely wash their hands with soap, use hand sanitizer and frequently wipe down, shared tools, equipment, workstations, door handles, chairs and surfaces.
- Increase social distancing. Avoid shaking hands and/or close contact with others.
- Stagger breaks and lunch periods and observe social distancing.
- Limit contact with large groups. Where possible, collaborate by phone or video conference.
- Work from home when possible.
- Request electronic submission of documentation where possible.
- If work does not permit the recommended (2) meter distancing, it is strongly advised that workers take extra precaution and utilize facial coverings such as respirators or masks, wear gloves and safety glasses as added protection in performing their work.
- Any worker who fails to comply with above mentioned requirements, may be subject to disciplinary action and or removal from the project site.

### **Safety Board Posting Requirements**

Employers shall post the COVID-19 Policy and any additional communications related to COVID-19.

### **Training, Communications & Toolbox Talks**

Employers will continue to issue toolbox talks and communications regarding COVID-19. Training of employees will be conducted with reduced numbers, online or electronically where possible. Clients, subcontractors, and suppliers will be notified via electronic communication.

### **Continuation of Work Operations**

In the event of a COVID-19 outbreak, Employers will adhere to Public Health guidelines for self-isolation. In an effort to continue regular business operations, various management should be trained in cross-management functions and financial/contractual signing authority.

### **Management Review**

Management shall periodically review and test the plan to ensure compliance and best practices are up to date. Feedback from clients, subcontracts, suppliers and our workforce are encouraged as a means to address concerns and implement additional measures.

## COVID-19 Construction Site Screening Checklist

The safety of employees, subcontractors, visitors and families is an overriding priority. To prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone on this project site. Thank you for your time.

Name:

Phone Number:

Company:

Project:

Emergency Contact Number:

If the answer is “yes” or refuse to answer any of the following questions, access to the project site will be denied.

### Self-Declaration

1. Do you have any of the following symptoms: fever/feverish, new or existing cough and difficulty breathing? YES/NO
2. Have you travelled internationally within the last 14 days (outside Canada)? YES/NO
3. Have you had close contact with a confirmed or probable COVID-19 case? YES/NO
4. Have you had close contact with a person who has been outside Canada in the last 14 days? YES/NO

Signature:

Date:

Note: If you plan to be onsite for consecutive days, please immediately advise if any of your responses change. The information collected on this form will be used to determine your access rights on project sites. Questions or concerns can be directed to our head office.

Access to project site (circle one):

Approved/Denied Representative Signature:

### Download and Print Posters for your Construction Site

[Reopening Businesses](#)

[Tips for choosing face mask](#)

[Keeping safe while using face mask](#)

[Help prevent the spread](#)

[Handwashing](#)

### Additional Resources

[Ontario Resources to prevent COVID-19 on Construction Sites](#)

[Region of Durham Community Reopening Toolkit](#)

[Region of Durham COVID-19 Updates](#)

### More information

For more information, visit our website <https://www.oshawa.ca/residents/covid-19-information-updates.asp>, email [Business@Oshawa.ca](mailto:Business@Oshawa.ca), or call us at 905-436-3311.

## Attachment 4: COVID-19 Guidelines for Manufacturing Reopening

This guide provides you with the information you need to re-open your manufacturing site, or other manufacturing premise, after being closed or limited in production capacity.

You should start preparing now for re-opening, but you are not permitted to start manufacturing operations until the revised order under the Emergency Management and Civil Protection Act is announced by the Provincial government and comes into effect. Please note that announcement may contain conditions, which may result in amendments to this guideline. Please check the City's website at [www.oshawa.ca/residents/covid-19-information-updates.asp](http://www.oshawa.ca/residents/covid-19-information-updates.asp) for updates and new information.

If you have a specific question about anything in this document, please call Oshawa's Economic Development Department at 905-436-3311, email [Business@Oshawa.ca](mailto:Business@Oshawa.ca).

### Part 1: Manufacturing Pre-Opening Checklist

More manufacturing premises will be permitted to operate once the Provincial Emergency Order is lifted. The following are recommended actions to be taken prior to opening your manufacturing site for business:

- Wash, rinse and sanitize all contact surfaces.
- Ensure hand washing stations are adequate and functional.
- Clean and disinfect all non-contact surfaces, including high touch areas such as door handles and manufacturing equipment.
- Clean, sanitize and ensure all manufacturing-related facilities/equipment are functional.
- Ensure adequate amounts of masks, gloves and sanitizers are available for staff.
- Ensure any garbage storage areas are clean and of adequate size for your needs.
- Washrooms must be cleaned and disinfected as frequently as necessary to ensure a sanitary environment; and adequate supplies must be available.
- Ensure faucets are working properly and flush pipes for at least five minutes.
- Consider training staff on new manufacturing procedures/guidelines.

### Part 2: Guidance for the Re-Opening of Manufacturing Premises

This guide describes the local requirements of the D.R.H.D. while utilizing local best practices from General Motors of Canada for the re-opening and operation of manufacturing premises within the City of Oshawa.

#### COVID-19 Transmission

**COVID-19** can spread from person to person through close contact from respiratory droplets of someone with COVID-19. The respiratory droplets can travel up to two metres/six feet through:

- Close personal contact, such as touching or shaking hands.
- Contact with nose and throat secretions (e.g., coughing and sneezing).
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

#### Main measures to prevent the spread of COVID-19 in manufacturing premises

- **Physical distancing** (keep two metres/six feet distance) from both staff.
- Frequent cleaning and disinfecting of all potentially contaminated surfaces.

**Additional protective measures your staff should take to keep everyone safe**

- Stay home when you are sick.
- Wash hands often. Avoid touching your face with unwashed hands.
- Cough or sneeze into your elbow.
- Wear a [face mask or covering](#) when in an enclosed, public setting.

**Maintain logs for customer and staff contact information**

- Operators should keep logs of the name and contact information for customers and staff, with a check in time.
- If there is a continued case of COVID-19 at the restaurant, public health will use that list to notify the staff and customers.

**The owners/ operators of manufacturing facilities must ensure that the above requirements are met.** The guidance below describes how these requirements might be implemented, but operators are ultimately responsible for providing an environment that minimizes the risk of transmission of COVID-19. This resource does not replace the O.H.S.A. and its regulations, and should not be used as or considered legal advice. Operators should also refer to guidance from the [Ministry of Labour](#).

**Part 3: Re-Opening Guideline****Protocol Basics**

- Keep COVID-19 out of manufacturing facilities.
- Prevent the spread of COVID-19 within manufacturing facilities.
- Effectively manage suspected or confirmed cases of COVID-19.

**Protecting Yourself & Others**

- Monitor your health daily –you are the first level of defense in preventing COVID-19 from entering your facility.
- Take your temperature and self-assess for symptoms before leaving home.
- Follow your site's entrance procedures.
- Wear a face mask.
- Wash or sanitize your hands frequently.
- Maintain physical distancing.
- Help keep facilities clean.
- Notify your supervisor if you or a co-worker are not feeling well while at work.

**A Multi-faceted Approach to Re-opening Manufacturing Operations**

While safety protocols are designed to help prevent the spread of the COVID-19 virus, they are most effective as a whole; working together to help keep you and those around you safe. Any one protocol standing alone is not enough – it is your responsibility to ensure staff following the directions detailed in this guide.

- There are times you will likely be within two metres/six feet of another person. It is at those times when safety protocols such as wearing a mask and safety glasses become even more important.

- There are times you will remove your face mask to eat or drink. When this occurs, physical distancing is a priority. Washing your hands and cleaning the area immediately around you is critically important.
- There are times when your facility and/or your hands are not perfectly clean. This is another reason why these guidelines emphasize frequent handwashing and advise you to wear a face mask and refrain from touching your eyes, nose, mouth or face.
- Before each of these scenarios, the entry process of entering a manufacturing facility is a preventative measure to help keep the disease out of facilities.

### **Home Protection Measures**

Many of the protocols described in this guide can also apply to your everyday life outside of a manufacturing environment. It takes an entire team to be successful with each of us doing our part.

### **Outside of the Workplace**

- If you bring a face mask home from work, store it in a lunch-size bag.
- When returning from work or a public place, wash or sanitize your hands.
- When you or family members go out in public, wear a face mask.
- Avoid close contact with people in public, maintaining two metres/six feet of distancing at all times and avoid anyone who is visibly sick or coughing.
- Clean and disinfect frequently touched surfaces at home daily, such as tables, doorknobs, light switches, remote controls, countertops, etc.

### **Managing Stress and Anxiety**

Many aspects of the COVID-19 outbreak can cause stress and anxiety. Fear of the disease, dealing with the unknown, social isolation and financial stress can all become overwhelming very quickly and cause strong emotions in adults and children. Managing your stress can help you, the people you care about and your community be resilient and thrive. Some ways to cope include:

- Learn from reputable resources like the Public Health Agency of Canada about the disease and how to protect yourself and your family.
- Avoid binging on the news, social media and television.
- Take care of yourself by eating healthy, getting regular exercise, trying to obtain good sleep each night and avoiding alcohol and drugs.
- Take breaks and do an activity you and your family enjoy.
- Connect with others by giving them a call.

### **3.1 Entering Manufacturing Facilities**

Implementing measures to help prevent the COVID-19 virus from entering manufacturing facilities is the first step in a multi-faceted approach to maintaining a safe and healthy work environment. Entry procedures are recommended to identify at-risk individuals, provide them with the appropriate care and keep them out of the facility until any concerns have been addressed. These procedures help keep you safe when you arrive, while you work and as you leave. Trained representatives should be on hand to move people through the process, with additional staff during busy times.

Upon entering a manufacturing facility, the following guidelines are recommended:

**1. Entrance Procedures**

- Ensuring physical distancing, answering a COVID-19 questionnaire, hand sanitizing and wearing face masks.

**2. Temperature Screening**

- Identifying people with high surface temperatures to help prevent them from exposing others to potential infection.

**3. Face Masks**

- Wearing a provided face mask is recommended to help prevent the spread of infection.

**4. Safety Messages**

- Posting new signage throughout the facility to remind everyone about safety procedures.

**Entrance Procedures**

Before coming to a manufacturing facility, please monitor how you're feeling. Your safety and the safety of those around you depends on a personal self-assessment and self-reporting of any symptoms.

If you can answer "YES" to any of these questions:

1. Have you travelled outside of Canada in the last 14 days?
2. Have you had close contact with a COVID-19 patient, someone sick with new respiratory symptoms, or someone who travelled outside Canada in the last 14 days?
3. Do you currently have fever (anything 100.4°F (38°C) or higher), chills, cough, difficulty breathing, runny or congested nose, headache, difficulty swallowing, sore throat, loss of sense of taste and smell, muscle/joint aches, diarrhea, fatigue, abdominal cramps or nausea?

Please do not report to work and notify your supervisor. Calling allows staff and public health to gather information and provide guidance regarding the suspected or confirmed case of COVID-19 to help you.

It is important to follow applicable national and local COVID-19 isolation/quarantine protocols. Upon arrival at a manufacturing facility, it is recommended to follow these protective measures:

- Maintain a physical distance of two metres/six feet from other people, which should be reminded by visual cues throughout the facility.
- Use forearm or shoulder (NOT hands) to push any turnstiles.
- Sanitize your hands.
- Wear a face mask.
- Answer a simple COVID-19 questionnaire.
- Have your temperature screened.
- Wear safety glasses in all manufacturing, warehouse and related facilities.

### 3.2 Temperature Screening

An elevated temperature is an indicator of potential COVID-19 infection. When you enter a manufacturing facility, your temperature should be checked by a trained representative using a thermal screening device. Any individuals shown to have an elevated temperature should be sent for further evaluation from a healthcare provider and will not be allowed entry.

#### Recommended Screening Directions

- Remove hats or glasses (to obtain an accurate reading).
- Stand in the designated area in front of the screening device.
- Screening will occur at optimum distance to maximize the safety of the entrant and the screener.
- Temperature is taken in 2-5 seconds with a “no-touch” device.

### 3.3 Face Masks

When we breathe, talk, cough or sneeze, small droplets are expelled and, for an infected person, the droplets likely contain the COVID-19 virus. Being exposed to these droplets is the most probable way of contracting COVID-19. Wearing a mask is the best way to help keep these droplets contained. All employees should be provided and recommended to wear a face mask. If this mask becomes damaged, soiled or unwearable, you should be provided a replacement. Homemade or externally-purchased masks are not permitted. In some circumstances employees are permitted to bring in higher levels of respiratory protection if required and should speak to their leader for guidance. Face masks should be worn at all times except when eating or drinking.

#### How to Wear an N95 Face Mask

1. Wash or sanitize hands before handling face mask.
2. With the thin metal strip at the top, put your fingers through the ear loops and position the mask over your nose and mouth.
3. Place the ear loops around your ears and pull the mask from top and bottom to open the folds.
4. Adjust the mask around your face, then gently fit the thin metal strip over the bridge of your nose.

#### What to do with your Face Mask after Work

If you bring your face mask home from work, store it in a lunch-sized paper bag. This allows the mask to dry and protects others from coming into contact with the possibly contaminated surface.

#### Fog Prevention Techniques

If safety glasses fog up while wearing a face mask, try the solutions below. Each of us will need to find the technique that works best:

#### Soap & Water

Soap helps prevent water droplets from sticking to lenses.

1. Wash lenses with soap and water.
2. Rinse and shake off excess water.

3. Air-dry or use a tissue to dry.

### **Folding Face Mask**

Folding the face mask and fitting in under glasses can prevent fogging.

1. Adjust the mask to fit your face.
2. Fold the top of the face mask down to crease it.
3. Ensure it fits perfectly over bridge of the nose.
4. Loop the elastic ear loops to create a figure-eight if mask is loose.

### **Folded Tissue**

A folded tissue added to the mask can prevent fogging.

1. Fold a tissue.
2. Insert near the top of the mask.
3. Ensure it fits perfectly over bridge of the nose.

## **3.4 Safety Messages**

Signage and messaging will be visible and readily available to keep employees informed of what needs to be done and why.

### **Example Messages:**

- What to Expect When you arrive.
- COVID-19 Self Declaration and Questionnaire Requirement.
- Importance of Wearing a Mask in a Manufacturing Facility.
- P.P.E. Protocol for Lunch and Breaks.
- Physical Distancing Examples within your facility.

## **3.5 Keeping Clean**

To help prevent the spread of COVID-19, it is important to wash your hands often and keep common touchpoint surfaces (restrooms, cafeterias, workstations, meeting rooms, etc.) clean. To do so, increased sanitization responsibilities of housekeeping should be implemented as well as requesting all staff to contribute to sanitation.

### **Touchpoint Sanitization & Cleaning**

- Increasing the frequency of high touchpoint area cleanings, as well as clearly displaying the last time the area was sanitized.

### **Sanitization Stations**

- Providing designated areas where disinfecting supplies will be available.

### **Handwashing**

- Frequent washing or sanitizing of hands.

### **Touchpoint Sanitization and Cleaning**

Housekeeping services should increase cleaning frequency for common touch surfaces. The following should be cleaned 3-4 times per shift/workday and between shifts/workdays:

- All entry/exit points
- Restrooms
- Doors, handrails, drinking fountains, etc.

- Cafeteria and vending machines

Areas that have been sanitized will be clearly marked with signage identifying the latest time the area was cleaned.

### **Employee Role**

Employees should be asked to clean workstations at the beginning of every shift/workday. The frequency of cleaning of these areas may vary based on the site. Supplies and instructions should be provided. As part of enhanced cleaning protocols for work areas, staff may need to use additional approved chemicals, wear additional P.P.E. and follow specific instructions.

The key areas to clean are those touched most frequently:

- All high-touch areas of process equipment: handles, tools, etc.
- Includes mobile equipment, hand grips, steering wheel, levers, etc.

Staff should also be asked to clean:

- Common Areas
- Production/Operator Spaces
- Immediate Work Area
- Carts

### **Sanitization Stations**

Sanitization Stations are identifiable locations where staff can expect to find hand sanitizer and disinfecting supplies. It is important to know where these items are in your work area. Contact numbers will be provided if supplies are low.

### **Hand Sanitizer**

Possible locations include:

- Entry Points
- Department Nerve Centers
- Key Office Area Locations
- Team Rooms
- Cafeteria
- Vending Machine Locations
- Conference Rooms
- Equipment Charging Areas

### **Disinfecting Wipes**

Possible locations include:

- Entry Points
- Equipment Charging Areas
- Equipment Hand-off Areas
- Team Rooms
- Vending Areas with Tables
- Office Areas and Workstations

## **Handwashing**

While COVID-19 is primarily transmitted by airborne droplets, touching surfaces contaminated with the virus and then touching your eyes, nose, mouth or face may be a secondary means of disease transmission. This is why frequent handwashing or sanitizing is so important.

The risk of contracting COVID-19 from handling parts or packing materials is low, and gloves provide no additional protection because COVID-19 cannot be absorbed through intact skin. The best protection against possible surface contamination is to follow standard infection control measures:

- Wash your hands frequently with soap and water throughout the day.
- Alcohol-based hand sanitizer can be used when soap and water are not available.
- Always wash or sanitize your hands before eating, drinking or smoking.
- Avoid touching your face, eyes, nose or mouth.

### **3.6 Physical Distancing & Ventilation**

Physical distancing, also referred to as “social distancing,” is the act of keeping two metres/six feet of distance between yourself and others. Due to gravity, the droplets we each expel when we breathe, talk, cough or sneeze, will likely travel less than two metres/six feet before falling to the ground or surfaces below face level. Physical distancing, in combination with minimizing touchpoints and utilizing controlled airflow, is crucial in preventing the spread of COVID-19.

Additional recommended measures include:

#### **Focus Areas & Best Practices**

- Physical distancing protocols for workstations, meeting rooms and other common spaces.

#### **Doors Open Strategy**

- Propping doors open to increase airflow and prevent the need to use hands.

#### **Fans & Ventilation**

- Managing ventilation to possibly decrease the risk of infection.

#### **Focus Areas and Best Practices**

Numerous high-visibility markings will help you maintain physical distance of two metres/six feet between people. However, this is a new behaviour, so it is very important that we train ourselves to physical distance even while we are not working.

#### **To practice physical distancing:**

- Stay at least two metres/six feet from others when possible.
- Stay out of crowded places and avoid mass gatherings.
- Utilize Skype meetings whenever possible.
- Do not exceed 50 percent of the maximum capacity for multipurpose spaces or large conference rooms.
- Follow restrictions on how many people can use an elevator at a time, as well as limiting the number of people permitted to sit at a table.

Inevitably there may be jobs where employees will work within two metres/six feet, which is why a multi-faceted protection approach that includes cleaning, pre-screening and requiring masks/safety glasses as additional precautions is so important.

### **Break & Lunch Areas**

Face masks should be worn at all times except when eating or drinking.

- Maintain physical distancing.
- Staggered start/stop times and lunch/break times can help prevent congestion.
- Microwaves and refrigerators will be available.
- Coffee service should be limited to vending, bean-to-cup and single-serve options.
- Water refill stations and drinking fountains should be used to fill personal containers only.
- Vending will be operational.
- Cafés and full-service areas should start-up on a limited basis.
- Limited single-serve food and beverage options should be available.
- Pre-order, pre-pay and non-cash payments should be highly encouraged.

### **Meeting Spaces**

Be sure to stagger seating so employees not face-to-face and wipe down all areas before and after use.

### **Office Workstations**

Traditional cubicles already provide a two metre distance between coworkers, while compressed cubicles should be selected by staggering to maintain two metres/six feet of distance between coworkers.

### **Doors Open Strategy**

Propping doors open can increase airflow and eliminate touchpoints in high-traffic areas. Each site has identified doors to remain open. In some cases, signage may be used to clarify which doors must remain closed (i.e. fire doors, restrooms, etc.).

### **Pushing to Open a Door**

- Use another part of your body (hip, shoulder or elbow) to open the door without using your hand.
- If you need to turn a handle, use a towel/wipe on handle or wash/sanitize hands after opening.

### **Pulling a Door Open**

- Use a towel/wipe to grab the handle or wash/sanitize hands after opening.
- In areas where ventilation is localized (team rooms, offices, trailers, etc.), consider keeping doors open to circulate airflow.

### **Fans and Ventilation**

Ventilation systems are recommended to maintain effective airflow and comfort in manufacturing facilities. Employees must also be aware that fans can propel airborne droplets carrying the COVID-19 virus much further than the two metre distance previously mentioned. We are

evaluating ventilation systems in all locations to manage and direct airflow, helping to mitigate risk.

### **Ventilation**

- If locally-installed ventilation equipment is not functioning properly in offices, team rooms and trailers, open doors and windows to keep air circulating; notify your supervisor.
- Avoid work in unventilated areas if possible.

### **Cooling Fans & Directed Air Distribution**

- Ensure that air does not flow from one person's breathing zone to another person's breathing zone.
- Work together to identify ways to redirect airflow to avoid this situation, keeping yourself and others safe.
- Review and incorporate alternate means of cooling, particularly in heat-stress areas (evaporative towels, cold drinking water, etc.).

### **3.7 Handling Possible COVID-19 Cases**

Part of preventing the possible spread of COVID-19 is being prepared to handle a suspected case. Medical support should be readily available on all shifts/workdays. Information should be gathered and staff should be provided with guidance regarding suspected or confirmed case of COVID-19 from the public health unit:

- Confidentiality should be respected, and personal information will only be used as appropriate for case management and contact tracing.
- Based on the information obtained, medical personnel will notify your direct contacts and site HR as appropriate.
- It's important for staff to self-report, even when working from home.

### **If an Employee Presents with Symptoms of COVID-19**

If an employee is experiencing flu-like symptoms such as fever, chills, cough, difficulty breathing, runny or congested nose, headache, difficulty swallowing, sore throat, loss of sense of taste and smell, muscle/joint aches, diarrhea, fatigue, abdominal cramps or nausea, they should not come to work.

#### **Prior to Work:**

- Take your temperature and self-assess whether you have symptoms. If you have symptoms or a fever of 100.4 °F (38°C) or higher, do not come to work.
- Call your supervisor.
- Contact your physician.

#### **While at Work:**

- Notify your supervisor.
- Maintain a distance of two metres/six feet from others until further notice.

### **If Someone in the Workplace Presents with Symptoms of COVID-19**

If you notice or become aware of an employee or visitor with symptoms, follow the steps below:

- Maintain physical distance of two metres/six feet from the employee and ask them to move away from other employees or into an empty conference room.
- Notify your supervisor.

### **If Someone at Home has Symptoms**

- If a person in your household presents with symptoms, they should contact their physician to determine if they have COVID-19.
- If a medical professional confirms or suspects someone in your household has COVID-19, you should not come to work. Notify your supervisor immediately.

### **3.8 Safety Audits**

Anytime a manufacturing facility introduces new guidelines, it is imperative to ensure those guidelines are working effectively. To do so, it is recommended that manufacturers conduct safety audits to verify the effectiveness of implemented protocols. Every employee is also an observer. If you see something that concerns you, take action in a respectful manner and/or contact your supervisor. Leaders in your area should be able to answer questions. Teams should continue to monitor and verify that the site's new guidelines are functioning as required. Safety audits will be conducted, and feedback will be addressed. If staff have a COVID-19 concern, they should address that with their supervisor and follow your site's protocols when necessary.

### **Download and Print Posters for your Manufacturing Facility**

[Reopening Businesses](#)

[Tips for choosing face mask](#)

[Keeping safe while using face mask](#)

[Help prevent the spread](#)

[Handwashing](#)

### **Additional Resources**

[Province of Ontario Manufacturing health and safety during COVID-19](#)

[Region of Durham Community Reopening Toolkit](#)

[Region of Durham COVID-19 Updates](#)

### **More information**

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