COVID-19

COVID-19 Workplace Safety Planning Checklist

Clients and Customers

One of the biggest risks to exposure comes from person to person contact. If you have clients coming into your business, you must make sure it is done safely.

- Follow the Chief Public Health orders about the limits for people inside businesses.
- Add signage, markings, and public education tools about what your business's rules are.
- Encourage contactless services including: online meetings, contactless curbside delivery and pickup.

Physical Distancing

Physical distancing is one of the best ways to reduce the spread of COVID-19. You could consider:

- Markers in your business to inform people how far they should stand apart.
- Separate work-stations and/or barriers to protect your workers from the public.
- Stagger shifts, have a minimum staff on shift, and limit number of customers in your business.

Cleaning

Clean more often and more thoroughly. Clean all commonly used surfaces, tools, and equipment, such as: counter space, phones, pens, ATM machines, and barriers. You could consider:

- Reducing shared equipment when possible.
- Having a frequent cleaning and disinfecting schedule.
- Providing readily available cleaning supplies to make it is easy for employees to participate.

Equipment and Tools

What can you build, create, or provide to your employees to reduce the spread? These are often called "engineering controls," and can be anything from building barriers to creating online ordering tools for your clients. Also consider how often people touch equipment in your office.

- Encourage employees to not share equipment (pens, keyboards, etc.).
- Are workers using PPE? If so, make sure people know how to use and dispose of it properly.
- Install and build any needed equipment or online tools.

To have an OHS Inspector assist with your workplace safety risk assessment, please email **Covid-19@wscc.nt.ca** in the Northwest Territories and **Covid-19@wscc.nu.ca** for Nunavut or call **1-800 661-0792.**

WSCC Workers' Safety & Compensation Commission

wscc.nt.ca 1.800.661.0792

wscc.nu.ca 1.877.404.4407

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As the employer, have you:

- ☐ Completed a Workplace Risk Assessment?
- ☐ Had your workers complete their Worker Hazard Assessments?
- ☐ Created a plan to investigate any possible COVID-19 exposure?
- ☐ Written your plan down and have it available at the workplace?
- ☐ Trained your employees?
- ☐ Built, installed, and purchased any safety measures you need?
- ☐ Created a schedule to review your plan?

Are your employees ready to return to work?

- ☐ Do they know about the changes in your workplace and what you are doing to keep them safe?
- ☐ Have your workers been trained on all new processes, procedures, and how to properly use any new equipment or PPE?
- ☐ Have you had a conversation with them about their ideas to keep the workplace safe?
- ☐ Do they have the most recent information about COVID-19?
- ☐ Do workers know how to self-assess for COVID-19 and about the rules for self-isolating?
- ☐ Do they know what their duties and responsibilities are for both supervisors and workers?
- ☐ Do they know their rights as workers and how to report unsafe work?

Continue monitoring and updating your plan.

You AND your workers should keep their eyes open for new hazards, and for any parts of your exposure control plan that are not working. **Consider, adapt, and improve.** Your Exposure Control Plan is a living document.

For more information and to download **COVID-19 Workplace Safety Resources** visit **www.wscc.nt.ca** or **www.wscc.nu.ca.**

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