

## COVID-19 Checklist for Businesses Opening in Niagara

Please note that Niagara Region Public Health and Emergency Services is not providing approvals for plans or policies/procedures related to the pandemic (COVID-19) staged approach for businesses to reopen. It remains the responsibility of the owner/operator to ensure that the business is permitted to operate and complies with all applicable local and provincial law(s).

The checklist below has been provided as guidance to assist in developing operational plans and outline some key public health measures that should be considered and implemented. The checklist contains several links to provincial guidance documents, which may include sector specific details. It is important to note this checklist is for general guidance only, and may not encompass all minimum requirements necessary to operate your business.

Action Items	Resource	Status (done, in progress, not started, N/A)
<b>Screening and Monitoring</b>		
Determine if your workplace must implement a passive and/or active screening process <ul style="list-style-type: none"> <li>• Passive screening – Post screening posters at the entrances to make sure customers/visitors/staff do not enter if they have signs or symptoms of COVID-19</li> <li>• Active screening – Someone is responsible for verbally screening staff for signs and symptoms of COVID-19 before the beginning of each shift, allowing entry into the building.</li> <li>• Screening posters should also be posted at entrances in conjunction with active screening.</li> </ul>	<a href="#">COVID-19 signs or symptoms</a>  <a href="#">Screening posters for building entrances</a>  Screening tool in <a href="#">colour</a> or <a href="#">black and white</a>	
Do you have a workplace sick leave policy that enables employees to stay home when sick?		
Prepare for the possibility that an employee tests positive for COVID-19 and may have been in the workplace. Inform your employees of the procedure that must be followed.	<a href="#">Self-isolation recommendations</a>  <a href="#">Self-monitoring recommendations</a>	
<b>Physical Distancing</b>		
Implement a two-metre physical distancing protocol	<a href="#">What is physical distancing – 2 metres</a>	
<ul style="list-style-type: none"> <li>• Consider both employees and customers/visitors</li> </ul>		
<ul style="list-style-type: none"> <li>• Arrange furniture to promote the two-metre physical distancing requirement</li> </ul>		

<ul style="list-style-type: none"> <li>• Provide visual cues (ensure two-metre markings on floor, one-way traffic zones, etc.)</li> </ul>	<a href="#">Physical distancing on elevators</a>	
<ul style="list-style-type: none"> <li>• Determine if installation of physical barriers such as partitions or plexiglas is feasible</li> </ul>		
<ul style="list-style-type: none"> <li>• Provide limited access points</li> </ul>		
<ul style="list-style-type: none"> <li>• Consider having appointment times and staggering these times accordingly</li> </ul>		
<ul style="list-style-type: none"> <li>• Encourage contactless payment (limited handling of items/money)</li> </ul>		
<ul style="list-style-type: none"> <li>• Limit number of customers by having staff monitoring entrances</li> </ul>		
<ul style="list-style-type: none"> <li>• Post signage at entrances, washrooms, staff rooms/common areas and throughout the workplace</li> </ul>		
Establish a protocol to ensure people do not congregate in groups (e.g. stagger start and break times, host virtual meetings, limit access to common areas, etc.)		
Implement workplace accommodations (e.g. can staff work from home, alter shift times and/or implement flexible work hours)		
<b>Hand and Respiratory Hygiene</b>		
Are you aware of proper hand washing procedures?	<a href="#">Handwashing poster</a>	
Have handwashing stations readily available and equipped with running hot and cold water under pressure, liquid soap in a pump dispenser, and single use paper towels. Ensure signage is posted.		<a href="#">Cover your cough</a>
Have a minimum 60% alcohol-based hand sanitizer readily available where handwashing would be difficult (e.g. checkout points, entrances, etc.). Ensure signage is posted.	<a href="#">Hand sanitizer poster</a>	
Communicate frequently about practicing proper respiratory hygiene/cough etiquette	<a href="#">Cover your cough</a>	
<b>Environmental Cleaning and Disinfecting</b>		
Are you aware of proper cleaning and disinfection guidance?	<a href="#">Public Health Ontario - Cleaning and Disinfection for Public Settings</a>  <a href="#">Disinfecting Log</a>	
<ul style="list-style-type: none"> <li>• What disinfectant are you using?</li> </ul>		
<ul style="list-style-type: none"> <li>• How is it applied?</li> </ul>		
<ul style="list-style-type: none"> <li>• What is the contact time?</li> </ul>		
<ul style="list-style-type: none"> <li>• Follow manufacturer's instructions</li> </ul>		
Evaluate what surfaces are frequently touched in your setting that may require disinfection at least twice daily (e.g., door handles, cart handles, phones, computers, washrooms, etc.)		
How will you change your previous cleaning and disinfection procedures to address the current risk of COVID-19?		
Washrooms are equipped with hot and cold running water under pressure, liquid soap in a pump dispenser, single use paper towels, toilet paper and lined garbage containers where possible. Hand washing posters must be posted.		<a href="#">Handwashing poster</a>

Personal Protective Equipment (PPE)		
Does your workplace/service already have guidelines that require face coverings or non-medical mask use?	<a href="#">Ministry of Health</a>	
In your workplace, consider whether you may need to go beyond current recommendations for face coverings or non-medical masks to best address public health measures (e.g. where physical distancing poses challenges)	<a href="#">Public Health Ontario - When and How to Wear a Mask</a>  <a href="#">Government of Canada</a>	
If PPE is mandatory, where can you purchase the appropriate and Health Canada approved PPE required to operate?	<a href="#">Workplace personal protective equipment supplier directory</a>	
If PPE is provided by the employer, employees must be trained on safe use, care and limitations	<a href="#">Putting on and taking off PPE</a>  <a href="#">Proper disposal of PPE</a>	
Safe Water		
Have you checked your water system? In buildings where there has been limited use, water may have become stagnant allowing bacteria and sediment to build up. Run the taps to flush out the old water and create new drinking water. Larger buildings need longer flushing times.	<a href="#">Niagara guide to flushing your facility</a>	
Additional Guidance		
<ul style="list-style-type: none"> <li>• <a href="#">Reopening Ontario after COVID-19</a></li> <li>• <a href="#">List of essential workplaces</a></li> <li>• <a href="#">Guidance to prevent COVID-19 in the workplace</a></li> <li>• <a href="#">Guidance for the health sector</a></li> <li>• <a href="#">Public Health Ontario</a></li> <li>• <a href="#">Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic</a></li> <li>• <a href="#">Advice for essential retailers during COVID-19 pandemic</a></li> </ul>		