

Manufacturing

Employers must:

- Make sure workers know about the virus and how to minimize its spread.
- Set a clear policy for what is expected of workers if they get sick, have symptoms, or if an exposure is reported.
- Do everything reasonably possible under the circumstances to protect the health and safety of workers by providing adequate information, training, sanitation, and personal protective equipment.
- Provide reminders about COVID-19 prevention, signs and symptoms.
- Adjust production outputs and schedules to reflect any necessary changes.
- Make sure workers are trained to work safely before replacing the duties of others.

Workers must:

- Practice physical distancing by working more than 2 metres (6 feet) apart from co-workers whenever possible.
- Continue to follow all safe work procedures. If it is unsafe to work, they should talk to their supervisor, health and safety committee or representative, and/or union.
- Stay home if they are sick or might be sick. Follow the Public Health Agency of Canada's steps for self-assessment: <https://www.canada.ca/coronavirus>
- Follow hand hygiene and cough and sneeze etiquette and avoid touching their face.
- Wash their hands at the start of their shift, before eating or drinking, after touching shared items, after using the washroom, after handling cash, and before leaving the worksite. Remove jewellery while washing.
- Not share cigarettes or vaping equipment.
- Not share communication devices or personal protective equipment unless they can be cleaned between users.
- Be aware of early signs and symptoms of acute respiratory infection.

Sanitation

A touch point is any surface that can be touched by bare hands by multiple people, multiple times.

- Make sure that any person required to clean has received the appropriate training plus any required personal protective equipment.
- Train workers on how to work with and care for personal protective equipment, and to understand its limitations.
- Use a disinfectant or bleach solution to destroy or inactivate the virus.



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- If household or commercial disinfectant cleaning products are not available, hard surfaces can be disinfected using a mixture of 5 mL of bleach (5% sodium hypochlorite) and 250 mL of water. Make sure the solution is in contact with the surface for 1 minute.
- If liquids can be withstood, disinfect high-touch electronic devices (keyboards, tablets, smartboards) with alcohol or disinfectant wipes.
- Clean so that when the surface is wiped, the surface still appears wet.
- Wear appropriate personal protective equipment for use with cleaning agents.
- Use a dedicated cloth for cleaning.
- Create a checklist of all surfaces that must be cleaned, including door and sink handles, paper towel dispensers, counter tops, wheelchair access buttons, turnstiles, kitchen equipment, elevator buttons, vending machines, and printers/photocopiers.
- Clean all areas, including offices, cafeterias, change rooms, washrooms, and laundry rooms.
- Determine the frequency of cleaning and disinfection based on your organization's needs. Clean at least once per day but more frequent cleaning (every 2 to 3 hours) may be necessary.
- Record when cleaning and disinfection has occurred.

Disinfectants

- Clean visibly dirty or soiled surfaces with soap and water before disinfecting.
- Apply the disinfectant to a clean and dry cloth. Saturate the cloth before treating touch points. Reapply as needed.
- Apply enough disinfectant to leave a visible film on the surface.
- Allow the surface to air dry. This action allows the 1 minute of contact time needed to be effective.
- Reapply disinfectant to the cloth between surfaces.
- Change the cloth daily or when it becomes visibly soiled.
- Test surfaces before using a bleach solution. Bleach can be corrosive.

Physical Distancing

- As much as possible, maintain a distance of at least 2 metres from others within the facility.
- Evaluate if changes can be made to increase worker separation, such as plexi-glass or other barriers.
- Stagger shifts to minimize the number of workers in one place.
- Control foot traffic patterns to reduce gathering at meeting points, washrooms, and other shared spaces.
- Designate travel paths so workers do not have to pass each other closely (e.g., one set of stairs for up, another for down) or have workers call out before entering.

General Site Management

- Notify workers in advance if there are changes to screening measures and facility entrance policies.
- Make sure washrooms are cleaned frequently, have running water, and are stocked with soap, paper towels, and plastic lined waste containers. Visibly dirty hands must be washed with soap and water.
- Stagger meetings, breaks, team talks, and orientations to minimize the number of workers in one place.
- Hold in-person meetings outdoors or in large areas that allow for physical distancing.
- Communicate corporate information electronically, or wash hands after handling papers.
- Hold worker orientations verbally to avoid touching papers.



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- Minimize contact during sign-in. Have the supervisor sign in for people (or provide separate pens), or have people text the supervisor. Clean any sign-in devices between users.
- Submit documents and forms electronically, or wash hands after handling papers.
- Remove shared cutlery and tableware from lunchrooms.
- Remove communal coat check areas and shared footwear or clothing. Have workers store their personal items in separate lockers or in sealed bins/bags. Provide designated uniforms that are laundered by a service or encourage workers to wear clothes that can be washed frequently.
- Dispose of used tissues, wipes, gloves, and other cleaning materials in a plastic lined waste container.

Provide mental health support to all workers, including access to an employee assistance program (EAP) if available.



For further information on COVID-19, refer to the Public Health Agency of Canada

<https://www.canada.ca/coronavirus>

Note that this guidance is just some of the adjustments organizations can make during a pandemic. Adapt this list by adding your own good practices and policies to meet your organization's specific needs.