



## Introduction

This tip sheet will help employers and administrators develop policies and procedures to protect workers and others from COVID-19. Guidance for workers is also included. These suggestions, along with a [workplace-specific tip sheet](#), will provide guidance on how to prevent the spread of COVID-19 in your type of workplace.

In all situations, follow current guidance from local public health and government authorities about protective measures. Be aware that these measures may change as the pandemic continues.

## As a Worker

- Stay informed, be prepared, and follow public health advice.
  - Use trusted information sources, such as [Public Health Agency of Canada](#) and your [local public health authority](#).
- Monitor yourself for [symptoms of COVID-19](#). If you feel sick, and work in a high-risk setting (e.g., a hospital or long-term care home), or test positive for COVID-19:
  - Stay at home, away from others, and follow the isolation and quarantine recommendations of your local public health authority.
  - Inform your supervisor.
  - If symptoms continue or become severe, contact your health care provider or local public health authority and follow their advice.
- If you become sick while at work:
  - Immediately wear a mask (preferably a respirator or medical mask, or if not available, a well-constructed and well fitting non-medical mask).
  - Inform your supervisor that you feel sick and are going home.
  - Isolate yourself from others in a designated space (if you cannot immediately leave).
  - Leave as soon as possible, avoiding modes of transport shared with others, if possible.
  - If symptoms continue or become severe, contact your health care provider or local public health authority and follow their advice.
- Use multiple [personal preventive practices](#) at once (i.e., use a layered approach) to protect yourself and others from COVID-19.
- Limit the time you spend in the community. This is especially important if you are at risk of [severe disease or outcomes from COVID-19](#).
- Avoid high risk settings, or take additional measures and keep interactions with others brief when in:



- Enclosed spaces (with poor ventilation).
- Crowded places.
- Maximize physical distance (at least 2 meters) from people outside of your immediate household.
- Keep the number of people you have contact with as small as possible. Keep interactions as few and brief as possible.
- Practice good hand hygiene:
  - Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol.
  - Avoid touching your eyes, nose, or mouth with unwashed hands.
  - Cough or sneeze into the bend of your arm or a tissue and dispose of tissue immediately.
- Clean and disinfect frequently touched or shared surfaces and objects often.
- Wear a suitable well fitting and well-constructed mask when:
  - You are in a shared space (especially indoors) with people from outside of your immediate household.
  - Advised by your local public health authority or employer.
- Exercise your worker's [rights](#) to:
  - Know about health and safety matters including the potential exposure to COVID-19, and to be provided with information, instructions, education, training, and supervision.
  - Participate in decisions that could affect your health and safety. You can join or support your health and safety committee, report concerns, and provide input.
  - Refuse unsafe work that could affect your health and safety and that of others. This right is typically exercised only after other steps have not resolved the situation. Follow the work refusal process that has been established for your jurisdiction.
- Meet your worker's obligations to:
  - Attend training and follow your employer's safe work procedures (e.g., how to protect yourself and your coworkers from COVID-19, and how to work safely with hazardous products).
  - Immediately report any health and safety concerns to your employer, supervisor, health and safety committee or representative, or union if you have one.
- For more information on how to protect yourself, see:



- [COVID-19 Prevention for Workers](#)
- [Working from Home / Telework](#)
- [COVID-19 Vaccines](#)

## As an Employer

- Actively encourage workers to stay home when they:
  - Feel sick, even with mild symptoms.
  - May have been exposed to COVID-19 and work in a high-risk setting.
  - Test positive for COVID-19.
- [Screen](#) workers and visitors before they enter the workplace.
- If contact tracing is required by your local public health authority, record the names and contact information of all workers, customers, and other persons who enter the workplace. Make sure that privacy is protected, and that the information is stored securely. Personal information must be destroyed in a timely manner according to local privacy requirements.
- Encourage health practices and prevention measures:
  - Promote physical distancing and the importance of maximizing physical distance (at least 2 metres) from people you do not live with.
  - Install physical barriers in all areas where people interact closely.
  - Limit the number of people that can access the workplace at any given time.
  - Ensure appropriate [ventilation](#) in all occupied areas.
  - Choose outdoor gatherings, when possible.
  - Provide additional, well-stocked hand hygiene stations that are easy to access by everyone including those with disabilities.
  - Encourage workers to clean and disinfect their personal workspaces often and provide them with the necessary supplies.
  - Have written procedures about the use of the facility and equipment, cleaning, disinfecting, physical distancing, personal hygiene, mask wearing, etc.
  - Provide accommodations, where possible, for people who are at [high risk](#) for more severe disease or outcomes or are at high risk of exposure to COVID-19 because of their work or living situation.
  - Post easy to understand, language-appropriate signs and pictures to



help people follow procedures.

- Reduce noise levels as much as possible so people do not need to shout to communicate.
- Meet your legal occupational health and safety obligations by doing everything reasonably possible under the circumstances to protect the health and safety of your workers:
  - Follow both public health and occupational health and safety requirements and guidelines that apply to your services and activities from federal, provincial, territorial, and municipal governments.
  - Perform a [hazard identification and risk assessment](#) of your facilities and services to determine where and how to apply protection measures.
  - Do not create new hazards when implementing control measures (e.g., propping fire doors open to improve ventilation increases the fire risk).
  - Involve your health and safety committee or representative when assessing workplace risks and determining measures to lower risks, including when there is a requirement for personal protective equipment (PPE) and training.
- For more information on how to protect workers, see:
  - [COVID-19 Health and Safety Planning for Employers](#)
  - [COVID-19 Communication and Training](#)
  - [COVID-19 Vaccination Policies and Human Rights Considerations](#)

## Additional Control Measures

- Learn more about the following topics of interest:
  - [Indoor Ventilation: Guidance During the COVID-19 Pandemic](#)
  - [Cleaning and Disinfecting for COVID-19](#)
  - [COVID-19 and Personal Protective Equipment \(PPE\)](#)
  - [Get the Facts on Masks](#)

## Coping with Social Isolation, Microaggression or Stigma

- Talk to your employer or supervisor, someone trained in mental health first aid, or someone else you trust about what you are experiencing.
- Contact your employee assistance service, if available.



- Contact your local public health or community resources that offer mental health services.

Access resources from the following organizations who can provide aid and guidance regarding mental health:

- [Canadian Mental Health Association](#)
- [Guarding Minds at Work](#)
- [Wellness Together Canada](#)
- [Government of Canada - Mental health support: Get help](#)

**If you or someone you know is in crisis, please contact your local hospital, call 911 immediately, or contact a [Crisis Centre in your area](#).**



It is important that mental health resources and support are provided to all workers, including access to an employee assistance program, if available.

For further information on COVID-19, refer to the [Public Health Agency of Canada](#).

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.

**Disclaimer:** As public and occupational health and safety information is changing rapidly, local public health authorities should be consulted for specific, regional guidance. This information is not intended to replace medical advice or legislated health and safety obligations. Although every effort is made to ensure the accuracy, currency and completeness of the information, CCOHS does not guarantee, warrant, represent or undertake that the information provided is correct, accurate or current. CCOHS is not liable for any loss, claim, or demand arising directly or indirectly from any use or reliance upon the information.