

PROTECTING YOUR STAFF & STUDENTS FROM COVID-19: A CHECKLIST FOR EMPLOYERS



CONSIDER TIMING: You can adjust the daily or weekly start and end times, delay the start date/end date of a work term, or temporarily pause work. This will give you time to assess and adjust operations. For example: Summer work term start dates can be delayed to June 1, 2020.



ALLOW YOUR STAFF (INCLUDING CO-OP STUDENTS AND INTERNS) TO WORK FOR HOME IF YOUR ORGANIZATION CAN SUPPORT THIS PRACTICE. We would greatly appreciate your support not only by enabling our students to feel safe at work during this period, but also understanding there may be health circumstances that require students to remain at home to protect vulnerable family members. We have encouraged our students to proactively work through solutions in collaboration with their managers.



Evaluate the workplace for areas where people have frequent contact with each other and share spaces and objects. **INCREASE FREQUENCY OF CLEANING OF FREQUENTLY TOUCHED SURFACES** (e.g., phones, elevator buttons, computers, desks, lunch tables, kitchens, washrooms, seating areas, surface counters, customer service counters, restaurant tables/menus).



PROVIDE ACCESS TO HANDWASHING FACILITIES AND PLACE HAND SANITIZING DISPENSERS IN PROMINENT LOCATIONS throughout the workplace.



ENCOURAGE THE USE OF INDIVIDUAL SAFETY MEASURES SUCH AS FREQUENT HAND WASHING, respiratory etiquette (i.e. coughing/sneezing into a tissue or one's elbow) and self-isolation when ill.



INCREASE THE SPATIAL SEPARATION BETWEEN DESKS AND WORKSTATIONS AS WELL AS INDIVIDUALS (e.g. employees, customers) from each other. Ideally, a two-metre separation should be maintained, unless there is a physical barrier (e.g. cubicle, plexiglass window).



Provide additional tissues should someone develop respiratory symptoms. **IF SYMPTOMS DEVELOP THE PERSON SHOULD IMMEDIATELY BE SEPARATED FROM OTHERS, INSTRUCTED ON RESPIRATORY ETIQUETTE AND SENT HOME (NOT USING PUBLIC TRANSIT, IF POSSIBLE).**



CONSIDER RELAXING SICK LEAVE POLICIES THAT SUPPORT EMPLOYEES IN SELF-ISOLATING WHEN ILL. This includes suspending the need for medical notes to return to work (reduces the burden on an already stressed health care system).



IDENTIFY PERSONS WHO MAY BE AT RISK AND SUPPORT THEM, WITHOUT INVITING STIGMA AND DISCRIMINATION INTO YOUR WORKPLACE. This could include persons who have recently travelled to an area reporting cases, or other personnel who have conditions that put them at higher risk of serious illness (e.g. diabetes, heart and lung disease, older age).



ALERT THE MANAGEMENT CO-OP OFFICE TO ANY CHANGES in working arrangements or intended start dates for co-op hires. We can help you assess employer resources and mitigate academic implications to the student.

For more information, please visit the Government of Canada website: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/public-health-measures-mitigate-covid-19.html>