

## Your Back To Work Checklist

### THINGS TO CONSIDER

- Consider which staff need to return to the workplace. Continue, where possible to have employees work remotely if possible.
- If you have open areas for workspaces, look at how they might be reconfigured to ensure recommended physical distancing requirements.
- If you have narrow walkways, tape directional arrows or try and promote one-way traffic.
- For lunchrooms or meeting rooms, consider a reduction of 50% or more capacity to ensure strict guidelines around physical distancing.
- Assess your washrooms, should they have touchless taps, do you have plenty of soap dispensers and forego blow dryers and return to paper towels for now.
- Consider all aspects of what you provide, possibly the elimination of communal coffee pots, to individual dispensers of coffee or other drinks.
- Consider providing every staff member with disinfecting supplies such as wipes for their keyboard, desk, telephone and chair. Masks for their use while walking in the store or office, gloves if they must handle product or paperwork that might not have originated with them.

### THINGS YOU NEED TO DO NOW

- Regularly sanitize all workspace areas, soft surfaces as well as hard, these supplies are essential to have on hand readily available and these steps should be done at least daily.
- Compile a list of areas/spaces that may require more regular sanitization, areas where customers or staff regularly use, and implement safety protocols to ensure these areas are safe at all times.
- Post signage throughout your workplace promoting physical distancing and healthy hand hygiene. You cannot post enough, especially if there are customers coming in constantly.
- Stock up on supplies to keep your place sanitized, such as hand soap and sanitizer.
- You will be required to have sanitizing stations throughout your workplace. Develop a plan for this and supplies, as necessary.
- Develop a detailed staff illness policy including 14-day isolation should someone in your workplace develop symptoms or have come in contact with an infected person or area.
- Prepare communication to staff to convey the “new normal” for the time being and insist on following the rules of physical distancing, gathering, ensuring constant and consistent handwashing and promote virtual meetings, even inside the workplace.
- Develop protocols in conjunction with your cleaning vendor on sanitization methods and materials they use, ensure that all areas are done with care and consistency to ensure you are operating as safe an environment as possible.
- Don't get caught short of PPE required equipment and supplies for your business. The Provincial Government will have a site shortly to offer links to reliable and professional suppliers where you can purchase your needed supplies.

For requirements for your business sector, please go to [www.ontario.ca/page/resources-prevent-covid-19-workplace](http://www.ontario.ca/page/resources-prevent-covid-19-workplace)