

## Checklist for Businesses and Organizations to Operate COVID-safely

The following checklist is intended to support all persons responsible for businesses and organizations, including public transit services, permitted to open in the Public Health Sudbury & Districts service area as of 12:01 a.m. July 17, 2020. The checklist is based on Public Health instructions communicated by the [Medical Officer of Health letter dated July 16, 2020](#).<sup>i</sup>

- Have a [policy](#) in place to ensure that no **Person**<sup>ii</sup> is permitted to enter or remain in an **Enclosed Public Space**<sup>iii</sup> of a business or organization, including a public transit vehicle, unless they are wearing a Face Covering<sup>iv</sup> at all times in a manner that covers the mouth, nose and chin without gaping.
- Have a [policy](#) in place for **Enclosed Employee Spaces** (accessed by **Employees**<sup>v</sup> and not accessed by the public) to ensure the following are in place for Persons accessing this space:
  - i. Physical distancing of two metres.
  - ii. Face Covering requirement if physical distancing is not possible.
  - iii. Routine screening for COVID-19 symptoms, including requiring those with symptoms to stay home and advising them to be tested for COVID-19.
  - iv. Promoting excellence in hand hygiene and cough and sneeze etiquette.
  - v. Enhanced cleaning and disinfecting of surfaces.
- Ensure that all employees are aware and **trained** on the business or organization's policy and expectations, as well as exemptions that apply to the face covering requirement.
- Implement and enforce the policies based on "good faith", using them primarily as a means of educating Persons on face covering use.
- Ensure effective measures are in place to maintain **physical distancing** amongst all Persons. Such measures include, for example:
  - a system to limit the number of people who enter the business or organization
  - ground/floor markers measuring two metres apart
  - directional signage to promote one-way customer traffic
  - posters and verbal reminders
- Post appropriate visible [signage](#) indicating that all persons entering or remaining inside the Enclosed Public Space must wear a Face Covering.
- Continue or consider offering **alternate services** for persons who are unable to wear a face covering and/or persons who require longer interactions or close contact. Examples include online, by telephone, curbside pickup, or off-peak hour services.
- Ensure the availability of **alcohol-based hand rub** at all entrances and exits for the use of all persons entering or exiting the premises.
- Consider **screening** all persons entering the premise (either actively<sup>vi</sup> or passively<sup>vii</sup>) for signs and symptoms of COVID-19). Persons experiencing signs or symptoms should be prohibited from

entering the business or organization, including a requirement for symptomatic employees to stay home and encouraged to be tested for COVID-19.

- Promote excellent **hygiene** practices including hand hygiene, cough, and sneeze etiquette.
- Ensure enhanced environmental **cleaning** schedules are in place including the cleaning and disinfecting of high touch surfaces.

Should you require additional information, please contact Public Health at 705.522.9200 (toll-free 1.866.522.9200). Visit [phsd.ca/COVID-19](https://phsd.ca/COVID-19) for additional information and resources, including [Guidance for workplaces](#)

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<sup>i</sup> Additional requirements over and above the Public Health instructions may apply. See the [Ministry of Health](#) and the [Ministry of Labour, Training and Skills Development](#) for applicable sector-specific guidance.

<sup>ii</sup> **Person** means any customer, patron, employee or visitor, who enters the premises.

<sup>iii</sup> **Enclosed Public Space** means indoor public spaces of businesses or organizations accessed by the public.

<sup>iv</sup> **Face covering** means a medical mask or a non-medical mask or other face coverings such as a bandana, a scarf or cloth that covers the mouth, and nose. Face shields are not acceptable forms of a face covering for the purpose of these instructions.

<sup>v</sup> **Employee** means employees, volunteers, students, contractors, and others who access the Enclosed Employee Space.

<sup>vi</sup> **Active screening** means to verbally ask a series of questions to identify whether persons attempting to enter the premise are experiencing any signs or symptoms of COVID-19.

<sup>vii</sup> **Passive screening** means the posting of signage to prohibit persons from entering the business or organization if they are experiencing signs or symptoms of COVID-19.