

# Checklist for workplaces to operate COVID-safely

The following checklist is intended to support all employers and particularly to assist owners and operators of all commercial establishments<sup>i</sup> and of all public transit services in Public Health Sudbury & Districts' catchment area, who are subject to Public Health instructions as per the Medical Officer of Health [letter](#) dated July 2, 2020<sup>ii</sup>.

## Checklist of requirements for owners and operators of commercial establishments

Date:

- Have a **policy** to prohibit persons<sup>iii</sup> from entering the premises of the commercial establishment or public transit or remaining in the premises if the said person is not wearing a face covering<sup>iv</sup>. The policy must require best efforts to only allow entry to customers wearing a face covering.
- Ensure that all employees are aware and **trained** on the establishment's policy and expectations, as well as exemptions that apply to the face covering requirement.
- Ensure effective measures are in place to maintain **physical distancing** amongst all employees and clients. Such measures include, for example:
  - a system to limit the number of people who enter the establishment
  - ground/floor markers measuring two metres apart
  - directional signage to promote one-way customer traffic
  - posters and verbal reminders
- 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.
- Post appropriate visible **signage** indicating that face coverings are required inside the premises.
- Ensure the availability of **alcohol-based hand rub** at all entrances and exits for the use of all persons entering or exiting the premises.
- Screen** all persons entering the premise (either actively<sup>v</sup> or passively<sup>vi</sup>) for signs and symptoms of COVID-19. Persons experiencing signs or symptoms will be prohibited from entering the establishment, 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](#)

---

<sup>i</sup> **Commercial establishment and establishment** mean those indoor portions of a commercial premises that are openly accessible to members of the public and that are used for the purposes of offering goods or services for sale or rent to members of the public and include a mall or other structure containing a number of commercial premises, as well as a taxi or limousine service.

---

<sup>ii</sup> Additional requirements over and above the recommended public health measures may apply. The [Ministry of Health](#) and the [Ministry of Labour, Training and Skills Development](#) offer sector-specific guidance.

<sup>iii</sup> A **person** means any customer, patron, employee or visitor, who enters the premises.

<sup>iv</sup> A **face covering** means a medical mask or a non-medical mask or other face coverings such as a bandana, a scarf or cloth (including hijab and niqab) that covers the mouth, and nose ensuring a barrier that limits the community transmission. Face shields can also be used in situations when an individual is unable to use any other type of face covering. Face shields are not acceptable forms of a face covering for the purpose of these instructions.

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