

Current as of April 21, 2020

## COVID-19 INFECTION PREVENTION AND CONTROL MEASURES FOR COMMUNITY ORGANIZATIONS\*

We all have a role to play to reduce the spread of COVID-19 in our community. If you are an essential business or non-profit, these recommendations will help protect staff, volunteers and clients.

### Simple strategies organizations can put into effect include:

- Staff and volunteers should work from home when possible.
- Stress the importance of handwashing to staff and volunteers. Require them to do so often with soap and water for at least 20 seconds and after using the washroom, after touching their face, after coughing or sneezing (into their elbow), etc.
  - Have 70% alcohol-based hand sanitizer available for times the staff or volunteer is unable to leave their station to wash their hands.
- Place hand sanitizing dispensers in prominent locations throughout the organization.
- Increase cleaning of high touched surfaces, following the disinfectant instructions on the bottle (e.g., phones, elevator buttons, computers, desks, lunch tables, washrooms, door knobs, cash registers, seating areas, surface counters, customer service counters).
- Increase the space between workstations as well as individuals (e.g., employees, patrons) from each other.
  - A 2 metre separation should be maintained.
- During in-person meetings, arrange seats to be 2 metres apart.
  - Open windows and doors when possible to make sure the space is well ventilated.
  - Use teleconference or video calls for meetings when possible to promote working from home.
- Post signage at entrances and throughout the organization about COVID-19 symptoms, and about preventative measures (e.g. hand washing, physical distancing).

### Ensure everyone entering the organization has no symptoms:

- Ask that staff and volunteers complete Ontario's COVID-19 online self-assessment ([covid-19.ontario.ca/self-assessment](https://covid-19.ontario.ca/self-assessment)) prior to entering the building before each shift.
- For those unable to complete the online self-assessment, and for clients, please print off the list of questions asked in Ontario's COVID-19 online self-assessment ([covid-19.ontario.ca/self-assessment](https://covid-19.ontario.ca/self-assessment)) and ensure every person entering your building is screened and responds no to ALL of the questions. If someone responds 'yes' to a question, please ask them to stay home or not enter the premises and to call the Health Unit's Covid-19 Call Centre at 1-800-563-2808. Please note that the online self-assessment questions are updated frequently.
- Post highly visible signage that states the above at each entrance.
- If a staff or volunteer is experiencing any symptoms of COVID-19 (i.e., fever, cough, difficulty breathing, muscle aches, fatigue, headache, sore throat, runny nose) while at work, they should immediately inform their manager and separate themselves from others, go home, self-isolate, and call the Covid-19 Call Centre at 1-800-563-2808.
- Promote the message that people need to stay at home even if they have only mild symptoms of COVID-19. They should also inform their manager.

\*Non-health care organizations

### **Additional considerations:**

- To reduce social contact, consider adjusting policies and procedures where feasible, such as teleworking arrangements, flexible hours, staggered start times, and teleconferencing.
- Consider relaxing sick leave policies that support employees in self-isolation when ill. This includes suspending the need for medical notes.
- Prepare for increases in the number of employees off due to illness and current recommendations around self-isolation. Employers should review their organization's continuity plans, which should include a plan for how to maintain key functions and critical services if faced with a reduced workforce due to illness. You may also consider cross-training personnel to function in key positions.
- Reach out to organizations with similar mandates to share resources and strategies.
- For business travel, maintain awareness of the latest information on COVID-19 affected areas. The risks and benefits related to upcoming business travel should be assessed. All non-essential travel should be avoided, and alternative approaches such as email or teleconferencing should be considered.
- Consider limiting the number of people allowed into the organization at one time.

### **Stop the Spread Business Information Line:**

Organizations and workplaces that have questions about the essential workplace list, and impacts to workplace or employment, can call Ontario's Stop the Spread Business Information Line at 1-888-444-3659.

### **Additional resources:**

#### **North Bay Parry Sound District Health Unit**

- For information, including status of local cases: [myhealthunit.ca/covid-19](https://myhealthunit.ca/covid-19)
- COVID-19 Call Centre: 1-800-563-2808

#### **Government of Ontario**

- Self-assessment tool: [covid-19.ontario.ca/self-assessment](https://covid-19.ontario.ca/self-assessment)
- List of essential workplaces: [ontario.ca/page/list-essential-workplaces](https://ontario.ca/page/list-essential-workplaces)
- More information, including status of provincial cases: [covid-19.ontario.ca/](https://covid-19.ontario.ca/)

#### **Government of Canada**

- Coronavirus disease (COVID-19) Guidance documents  
[canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents.html](https://canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents.html)
- Canada's COVID-19 Economic Response Plan (support for businesses and individuals):  
[canada.ca/en/department-finance/economic-response-plan.html](https://canada.ca/en/department-finance/economic-response-plan.html)
- Coronavirus disease (COVID-19) Employment and Social Development Canada:  
[canada.ca/en/employment-social-development/corporate/notices/coronavirus.html](https://canada.ca/en/employment-social-development/corporate/notices/coronavirus.html)
- Supporting vulnerable populations during COVID-19 outbreaks:  
[canada.ca/en/public-health/services/publications/diseases-conditions/vulnerable-populations-covid-19.html](https://canada.ca/en/public-health/services/publications/diseases-conditions/vulnerable-populations-covid-19.html)