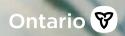
Reopening

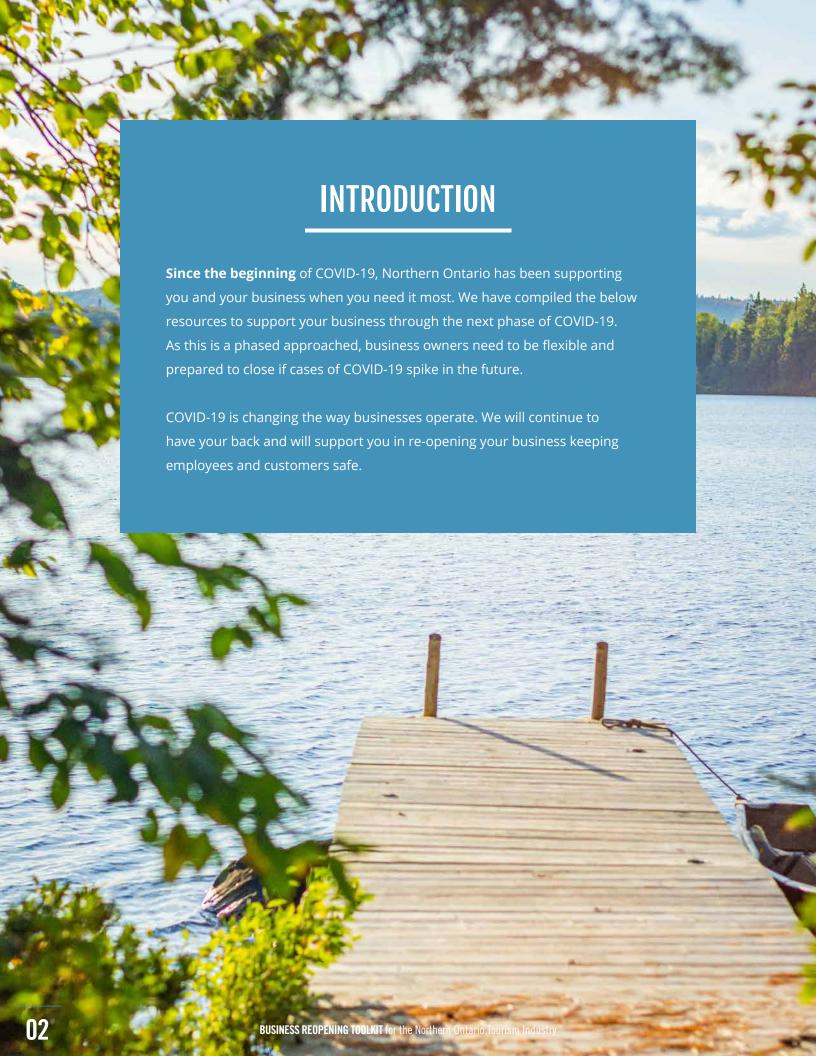
NORTHERN ONTARIO



> BUSINESS REOPENING TOOLKIT







STEP 01 — GETTING STARTED

Determine if your business sector has been approved to reopen and identify any applicable restrictions. For additional information visit the Government of Ontario website or call the Stop the Spread Business Information Line at **1-888-444-3659**.

♦ Government of Ontario website: www.ontario.ca/page/frequently-asked-questions-about-essential-businesses

STEP 02 — PREPARE YOUR WORKFORCE

- **Identify** who will return to work, prepare a staff schedule, and notify employees.
- Protect employees by installing screens or barriers in areas where physical distancing is not possible.
- Encourage all employees to track instances of close contact during the work day, record name, place, and date/time.
- Discourage workers from sharing phones, desks, offices, tools and equipment
- Take advantage of virtual options and advise employees to work from home, if possible

- Emphasize staying home when sick, respiratory etiquette, and hand hygiene by all employees
- Encourage employees to complete the following questions before beginning your work today.
 - http://www.algomapublichealth.com/media/3462/survey-screening-poster.pdf
- Advise employees to avoid all nonessential travel
- Request that employees identify whether they work at more than one job. This will support case and contact management by public health professionals if necessary.

STEP 03 — PREPARE YOUR BUSINESS & WORKPLACE

- **Set up** your business with a single point of entry.
- No more than 15 people may gather in common areas. Congregation of people should be actively discouraged.
- Post the physical distance signs of two metres (six feet) at the entrance or an area of high traffic
- Install floor markings to promote physical distancing both for patrons and employees.
- Provide hand sanitizing stations at entrances where possible and promote good hand hygiene
- Perform routine environmental cleaning and clean high touch surfaces often including countertops, handles, light switches, keypads, touch screens and public areas

- Learn about cleaning and disinfection for public settings (Public Health Ontario) and guidance for food premises (Ministry of Health).
- Limit the number of guests allowed in the store
- Consider the use of non-medical masks and if that is obtainable for your business
- Learn about emerging travel
 health notices and travel advisories
 (Government of Canada) and be
 familiar with information for travelers
 returning to Canada (Public Health
 Agency of Canada)
- Ensure appropriate signage is in clear view for all employees, visitors/clients.



STEP 04 — CREATE A PHYSICAL DISTANCING PLAN

- Encourage physical distancing (keeping a distance of at least two metres from other people) as much as possible.
- Implement alternative work arrangements for employees, including flexible hours, staggered start times and teleworking
- Use telephone, video conferencing, or the internet for business and including appointments.
- Allow flexible hours and stagger start times, breaks and lunches or days that workers are in the workplace
- Provide physical barriers, such as plexiglass dividers
- Ensure appropriate signage is in clear view for all employees, visitors/clients.

- Remove furniture or mark out a
 two metre distance on the floor or
 between seats and seating areas
 to ensure physical distancing in
 common areas such as reception
 areas, meeting rooms, waiting rooms,
 grocery lines, kitchenettes, elevators,
 offices and other work spaces
- Admit fewer customers and visitors at a given time. Have a sign in and sign out sheet available discarding of the pencil/pen after each entry.
- Dedicate specific hours to high-risk populations, including those over 65 and/or with disabilities
- **Encourage** the use of self-check out technologies in stores where possible.

STEP 05 — REDUCE TOUCH POINTS & INCREASE CLEANING

What you should know.

- **Commonly** used cleaners and disinfectants are effective against COVID-19.
- **Frequently** touched surfaces are most likely to be contaminated.
- **Check** the expiry date of products you use and always follow the label.

Clean frequently touched surfaces more than once a day.

- **In addition** to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty.
- **Items** such as doorknobs, elevator buttons, light switches, railings should be cleaned frequently.
- **In addition** to routine cleaning, check with your organization for any specific protocols for cleaning for COVID-19.



STEP 06 — PREPARE YOUR SUPPLY CHAIN

- **Coordinate** delivery schedules to reduce the number of possible interactions between suppliers and staff.
- **Conduct** supply chain risk assessments and prioritize critical focus areas.
- **Ensure** your business is currently stocked with all necessary supplies for regular day to day functions.
- **Confirm** your business has a contact list for all your suppliers and alternate suppliers.
- **Ensure** your business has access to available inventory (computer equipment, printers, phones etc).
- **Coordinate** who has the authority for ordering repair/replacement equipment and who is that person's back up.





SIGNAGE & RESOURCES

- **Signage** Physical Distancing
- **Signage** Putting On and Taking Off Non-Medical Masks
- **Signage** Elevator Etiquette
- ▶ Fact Sheet Know the Facts of COVID-19
- Fact Sheet Employee Self-Screening Questionnaire
- Fact Sheet Guide Physical Distancing
- ▶ Fact Sheet How to Protect Yourself from COVID-19 Older Adults and People with Chronic Medical Conditions or Weakened Immune Systems
- Poster How to Handwash
- Poster How to Use Alcohol-based Hand Rub
- **Poster** Cleaning and Disinfection for Public Settings

REOPENING YOUR BUSINESS DURING COVID-19

- **Ontario Staging/Framework** Ontario is planning for the next phase of responding to the coronavirus (COVID-19) outbreak reopening our province.
- https://www.ontario.ca/page/reopening-ontario-after-covid-19

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