Community Non-Profit Services and Programs
COVID-19 Prevention Checklist

This is a summary checklist of measures to reduce the spread of COVID-19 while providing non-clinical community services and programs. For more information see Toronto Public Health’s Four Step Risk Assessment and Mitigation Guide for Community Non-Profits and Guidance for Community Non-Profit Services and Programs.

A. Staff Health & Screening
- Staff are advised to report illness to their supervisor/manager and to stay home if sick.
- Staff are screened before starting each shift.
- Staff are advised to go home immediately and self-isolate if they become ill during a shift. Staff are advised to call Telehealth/health or their health care provider for guidance to get tested.
- Staff use non-medical mask/face covering at all times while providing services. Masks should be used properly and cleaned/discarded appropriately.
- Non-medical masks/face coverings are available on-site for staff and clients at all times.
- Staff are trained on proper hand hygiene techniques and respiratory etiquette.

B. Signage at the Premises
- Signage for COVID-19 health assessment, and the number of clients permitted at one time is posted at the entrance of the premises.
- Clients with COVID-19 symptoms and/or who have been in contact with someone with COVID-19 are not permitted to enter the premises.
- Signage for handwashing and respiratory etiquette is posted at the entrance and throughout the premises.
- Floor stickers and physical distancing signage are available to remind clients to keep two metres/six feet apart from others at all times.

C. Number of People in the Setting
- The number of people in a space is restricted to 10 or less, and physical distancing of two metres/six feet) is required. Smaller spaces may require further reductions in the number of people permitted to ensure physical distancing.
- Flexible work schedules, staggered lunch and break times are implemented to limit the number of people in the setting at one time.

D. Attendance Records
- Waiting areas are not permitted. Clients are instructed to wait outside until their scheduled appointment or program begins.
- Attendance records for staff, volunteer, clients and visitors (e.g. deliveries/contractors), including full name, telephone number, email address, date and time at the agency, are maintained on-site for public health contact tracing purposes, should the need arise.

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E. Workstations
☐ Workstations and equipment in use are two metres/six feet apart, or equipped with barriers/dividers that are adequate in height to ensure the protection between clients and staff.
☐ Alcohol-based hand sanitizer with 70-90% alcohol concentration is available at each workstation, and staff and clients are encouraged to use it frequently.

F. Environmental Cleaning and Disinfection
☐ There is enough time between client programs or appointments to ensure thorough cleaning and disinfection of equipment and workspaces.
☐ Work surfaces and equipment are thoroughly cleaned with soap and water before disinfection.
☐ Surface and equipment disinfectants are used after cleaning, and according to the manufacturer’s instructions.
☐ Cleaning/disinfection wipes are only used for surfaces and used according to the manufacturer’s instructions.
☐ A cleaning log book is maintained to record frequent (at least twice a day) cleaning and disinfecting of high-touch surfaces and common areas such as door handles, counters, cabinet doors, light switches, faucets, toilet handles, handrails, touch screen surfaces and keypads.

More information
For more information, visit our website at www.toronto.ca/COVID19 or call us at 416-338-7600.