Prevent the Spread of COVID-19

Employers play an important role in reducing the spread of COVID-19. Follow these steps to prevent the spread of COVID-19 in your workplace:

1. **Develop policies and procedures to keep staff safe.**
   - Staff must complete a health screening questionnaire before entering the workplace or premises each day.
   - Develop policies to help staff stay home when they are sick and send staff home right away if they become sick at work.

2. **Offer teleworking options, where possible.**
   - Limit the number of staff present in the workplace at any given time.
   - Encourage staff to work from home wherever possible.

3. **Modify and manage the physical space to promote physical distancing.**
   - Move or remove furniture in break rooms and meeting rooms to allow for physical distancing.
   - Install plexiglass or other impermeable barriers between workspaces and in break rooms where possible.

4. **Post signs in high-traffic areas to promote healthy behaviours in the workplace.**
   - Promote screening measures at entrances, and information on hand hygiene, eye protection, physical distancing, and wearing masks.

5. **Encourage staff to avoid carpooling, where possible.**
   - Encourage staff who carpool to limit the number of passengers in the car.
   - If carpooling, staff must wear a mask, open the windows, and sit apart from each other to maintain physical distancing (i.e. one person in the front and one in the back).

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