

Prevent the Spread of COVID-19

Workplace Checklist

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:



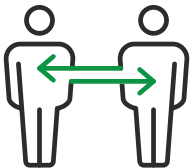
1. Develop policies and procedures to keep staff safe.

- 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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