

# Step-by-Step COVID-19 Prevention: Business and Organization Tool Kit

Includes information, fact sheets, checklists and poster samples to aid in the implementation of COVID-19 public health requirements.

# Step-by-Step COVID-19 Prevention: Business and Organization Tool Kit

## How to Use this Tool Kit

Cases of COVID-19 have been identified and/or linked to local businesses in Huron and Perth counties. It's important to protect your business and/or organization, employees and customers from exposure to COVID-19. Huron Perth Public Health (HPPH) recognizes the challenges businesses and organizations are experiencing at this time and we are here to help.

This kit has been developed to assist you in making COVID-19 prevention easier in your business or organization and will focus on the following areas:

- Screening
- Physical Distancing
- Cleaning and Disinfection
- Personal Hygiene
- Masks
- Education and Support

By completing the series of checklists and using the resources included in this tool kit, you will be well-prepared to meet requirements for COVID-19 prevention. As a business or organization you are required to follow the revised Huron Perth Public Health Instructions, applicable health and safety legislation (i.e. Occupational Health and Safety Act), the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020, c. 17* and associated legislation, such as Ontario Regulation 364/20 Rules for Areas in Stage 3. HPPH developed this tool kit in consideration of the information available to prevent COVID-19 in the workplace on the Ontario Ministry of Labour, Training and Skills Development website: <https://www.ontario.ca/page/resources-prevent-covid-19-workplace>

After these checklists have been completed, this information can be used in other ways as well, such as completing the Ontario Ministry of Labour, Training and Skills Development COVID-19 workplace safety plan.

If you have any questions please contact Huron Perth Public Health by email at [inspections@hpph.ca](mailto:inspections@hpph.ca). Due to the high volume of calls email is the best method. However if you are unable to email you can contact us at 1-888-221-2133 press 1, and then ext 2670 or 3670.

## Checklist

- Completed the screening checklist
- Completed the physical distancing checklist
- Completed the cleaning and disinfection checklist
- Completed the personal hygiene checklist
- Completed the mask checklist

## Screening

When you keep symptomatic people (staff, customers, or others) from entering, you can reduce possible transmission in your workplace.

**Passive screening** means a sign asks people to go home if they have any symptoms

**Active screening** means a person or a form directly asks people if they have symptoms. If they do, they must be instructed to go home (or not come to work).

You must always perform **active screening** for your staff. For customers, or others entering your business or organization, **active screening** is highly recommended. In green and yellow zones **passive screening** is acceptable for customers. In Orange, red and grey zones, **active screening** of customers is required for many sectors..

Know the symptoms to look for and plan for how you will screen workers, customers and others who enter your busins or organization.

### Checklist:

- Complete the attached blank policy or develop a similar one.
- Put up the STOP: COVID-19 poster at or near each entrance.
- Actively screen each staff member or volunteer before they start a shift. Use the attached screening tool that includes checking for COVID-19 symptoms, travel, contact with a COVID-19 case or someone being tested. You may also develop your own.
  - Screening must be completed prior to staff or volunteers commencing their shift.
  - Active screening records be maintained for a minimum of 15 days. This will support contact tracing in the event a staff member or volunteer becomes ill.
  - If employee(s) or volunteer(s) fail screening then they must be sent home and advised to seek medical direction and/or assessment (which may include COVID-19 testing).
  - Employees who have travelled out of the country or have been in contact with a known case of COVID-19 must stay home and follow public health direction.
- Train all staff members and volunteers on your establishment's expectations and requirements.
  - ▶ Ensure staff are trained to comply with the Occupational Health and Safety Act and applicable Regulations made under the Act.
- Upon request, be able to provide a copy of your policies and procedures for inspection by any person authorized to enforce the *Huron Perth Public Health Instructions to Persons Responsible for a Business or Organization Permitted to be open under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA) and related Regulations, or otherwise.*

## Screening policy sample

Who is responsible for updating and maintaining this policy:
Explain how you are screening for COVID-19 at your business/organization (active vs. passive, for who?):
What types of tools are you using to screen for COVID-19? (e.g. posters, paper documents):
Documentation and retention of screening tools (e.g. sign off from staff on training of the policy, length of time keeping screening documentation on site - minimum 15 days):
Training and education plan (e.g. how are your staff/volunteers trained and educated): <ul style="list-style-type: none"><li>• weekly/month staff meetings</li><li>• sign off process</li></ul>
Date policy approved/reviewed:

**Tool Sample:** For provincial COVID-19 screening tools including worker and employee screening, and the customer screening, visit <https://covid-19.ontario.ca>

**Poster:** STOP: COVID-19 (see page 4)



# COVID-19

## 1. Do you have any of the following new or worsening symptoms?



Fever (= or  $>37.8^{\circ}\text{C}$ )  
/chills



Cough



Difficulty breathing/  
shortness or breath



Sore throat,  
trouble swallowing



Runny nose  
(unrelated to allergies)



Loss of taste  
or smell



Not feeling well,  
headache, unexplained  
tiredness & muscle aches



Nausea, vomiting,  
diarrhea,  
abdominal pain

2. Has a doctor, health care provider, or public health unit told you that you should currently be **isolating** (staying at home)?



3. Have you been identified as a “close contact” of someone who currently has COVID-19 in the **last 14 days**?

If you are fully vaccinated (it has been 14 or more days since your second dose of vaccine) and have not been told to self-isolate by public health, you can answer no to this question.



4. Have you received a COVID Alert exposure notification on your cell phone in the **last 14 days** (and have not been tested or waiting for your result)?

If you are fully vaccinated (it has been 14 or more days since your second dose of vaccine) and have not been told to self-isolate by public health, you can answer no to this question.



5. Have you or anyone you live with travelled outside of Canada in the **last 14 days**?

\* Not applicable if you or anyone you live with are exempted from federal quarantine as per the *Quarantine Act*.

If you answer **YES** to any one of the questions above, **PLEASE DO NOT** enter this location **AND** contact your health care provider.

## Physical Distancing

Physical distancing involves taking steps to limit the number of people you and your employees/volunteers come into close contact with during the day, such as customers or visitors.

Ways to enable workers and/or volunteers to maintain a physical distance of at least 2 metres/6 feet from other people in the business or organization include:

- installation of barriers, such as plexiglass, to maintain separation as a primary means of source control
- scheduling and other administrative changes at your business or organization to reduce the number of people who must share the same space including during shifts, lunch and other breaks
- providing adequate space for employees/volunteers to do their job
- using available outdoor space whenever possible (for example, for meetings, breaks, client interactions such as curbside pick-up)
- where staff leave their workspaces and move into areas where 2 metres/6 feet cannot be maintained, masks are worn.

### For staff you can consider encouraging:

- ▶ Working from home
- ▶ Working flexible hours
- ▶ Staggering start times

### For customers or visitors:

- ▶ Provide visible signage throughout your business/organization on how to maintain 2 meters/6 feet (e.g. floor markings, signs)
- ▶ Limit number of customers/visitors inside your business or organization
- ▶ Implement unidirectional (one-way) flow throughout publically accessible areas

Ensure that staff and customers/visitors are aware of the need to physically distance in spaces such as hallways or small spaces such as washrooms or storage rooms.

## Checklist

- Calculate the maximum number of attendees permitted according to current provincial regulations or physical distancing requirements, whichever is less. Limit the number of attendees accordingly. The maximum number of patrons that should be permitted at any one time based on physical distancing requirements can be calculated as one person per four square metres or 43 square feet of publicly accessible floor space. Also consider a booking system or issuing tickets, even for free events.
- Which methods are you using to limit and reduce the number of persons in your workplace? (Check all that apply)
  - Signage
  - Schedule fewer appointments
  - Using available outdoor space for curbside pick-ups
  - Other (please list)

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- Determine where you will need unidirectional flow of customers/visitors due to lack of space.
  - In aisles
  - At entrance ways

- Which methods are you using to create unidirectional flow? (Check all that apply)
  - Floor markings
  - Signs
  - Designated entrances for entry and exit
  - Other (please list)

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- Which methods are you using to ensure additional physical distancing? (Check all that apply)
  - Floor markings at cash registers or other areas where customers line up.
  - Plexiglass barriers
  - Other (please list)

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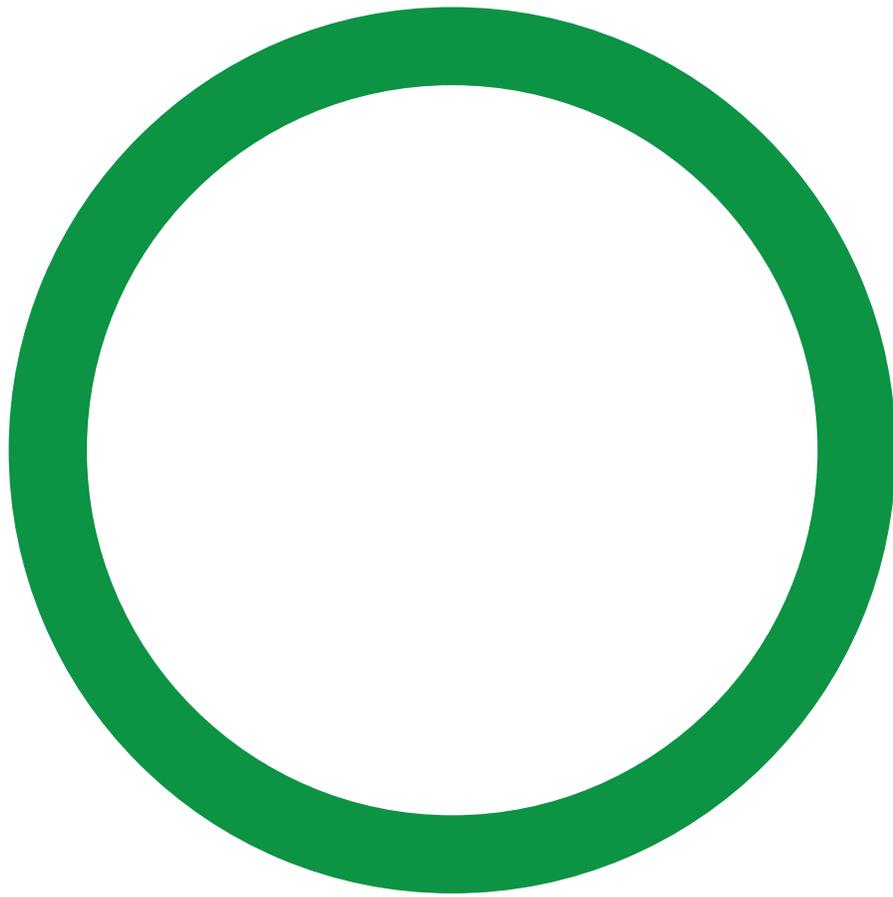
- Train all staff members and volunteers on your establishment's expectations and requirements.
  - ▶ Ensure staff are trained to comply with the Occupational Health and Safety Act and applicable Regulations made under the Act.
- Upon request, be able to provide a copy of your policies and procedures for inspection by any person authorized to enforce the *Huron Perth Public Health Instructions to Persons Responsible for a Business or Organization Permitted to be open under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA) and related Regulations, or otherwise.*

## Physical distancing policy sample

Who is responsible for updating and maintaining this policy?:
Explain how you are implementing physical distancing at your business/organization:
What types of tools are you using to ensure physical distancing? (e.g. signs, floor markings, unidirectional [one-way] flow, physical barriers):
Training and Education Plan (e.g. how are staff/volunteers trained and educated): <ul style="list-style-type: none"><li>• weekly/monthly staff members</li><li>• sign-off process</li></ul>
Date policy approved/reviewed:

**Posters: (Entrance/Exit/Maximum Occupancy and Physical Distancing)** *(see pages 8, 9, 10 and 11)*

# Premises Occupancy



**PEOPLE  
MAXIMUM**

**ONE WAY**



**ENTER  
HERE**

**ONE WAY**

**ONE WAY**



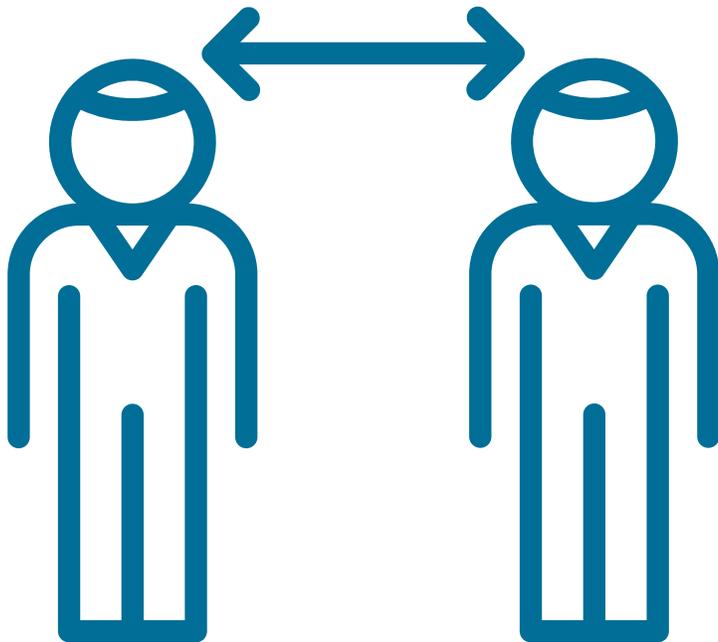
**ONE WAY**

# COVID-19

Novel Coronavirus

# Help stop the spread!

## Please keep your physical distance



**Physical distancing  
means keeping  
2 metres (6 feet)  
apart from others.**

Residents are reminded to use credible, evidence-based sources of information about coronavirus (COVID-19).

## Cleaning and Disinfection

The virus that causes COVID-19 may be transferred to surfaces or objects. Workers can be infected if they touch their face with contaminated hands.

It is critical that you have policies and procedures in place to ensure cleaning and disinfecting your workplace occurs regularly to keep it as free as possible from the COVID-19 virus.

### Checklist

- Develop a policy and procedure
- Create a cleaning and disinfection schedule:
  - what needs to be cleaned and disinfected
  - what tools are needed to complete cleaning and disinfection
  - frequency (at least twice a day, more if visibly dirty)
  - staff sign off with date and time
- Assign tools, equipment and workstations to a single user if possible, or limit the number of users
- Train all staff members and volunteers on your establishment's expectations and requirements for cleaning and disinfection in the workplace
  - ▶ Ensure staff are trained to comply with the Occupational Health and Safety Act and applicable Regulations made under the Act.
- Clean high-touch surfaces at least twice a day and more when visibly dirty
- Upon request, be able to provide a copy of your policies and procedures for inspection by any person authorized to enforce the *Huron Perth Public Health Instructions to Persons Responsible for a Business or Organization Permitted to be open under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA) and related Regulations, or otherwise.*

### Cleaning and disinfection policy sample

Who is responsible for updating and maintaining this policy:
Explain how you are enhancing cleaning and disinfecting at your business/organization (e.g. chemicals used for cleaning)? Ensure information about contact times, required PPE and any other instructions are also available. See PHO Cleaning and Disinfection for Public Settings poster for more information ( <i>page 27 and 28</i> ):
Training and Education Plan (e.g. how are staff/volunteers trained and educated): <ul style="list-style-type: none"><li>• weekly/monthly staff members</li><li>• sign-off process</li></ul>
Date policy approved/reviewed:

## Coronavirus Disease 2019 (COVID-19)

# Cleaning and Disinfection for Public Settings

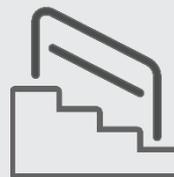
This document provides guidance on cleaning and disinfection of public settings, including schools, transit, colleges/universities and other workplaces in Ontario. For more information, please contact your local public health unit.

## What you should know

- Commonly used cleaners and disinfectants are effective against COVID-19.
- Frequently touched surfaces are most likely to be contaminated.
- Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
- Check the expiry date of products you use and always follow manufacturer's instructions.

## Clean frequently touched surfaces twice per 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.
- Examples include doorknobs, elevator buttons, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads.
- In addition to routine cleaning, check with your organization for any specific protocols for cleaning for COVID-19.



## Select products

### Cleaners

- Break down grease and remove organic material from the surface.
- Used separately before using disinfectants.
- Can be purchased with cleaner and disinfectant combined in a single product.

### Disinfectants

- Have chemicals that kill most germs.
- Applied after the surfaces have been cleaned.
- Have a drug identification number (DIN).

### Disinfectant Wipes

- Have combined cleaners and disinfectants in one solution.
- May become dry due to fast drying properties. Should be discarded if they become dry.
- Not recommended for heavily soiled surfaces.

## Prepare products for use

- Where possible, use pre-mixed solution.
- Read and follow manufacturer's instructions to:
  - properly prepare solution
  - allow adequate contact time for disinfectant to kill germs (see product label)
  - wear gloves when handling cleaning products including wipes
  - wear any other personal protective equipment recommended by the manufacturer

## Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care. It can survive on different surfaces but can be killed by most cleaners and disinfectants.

You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website: [ontario.ca/coronavirus](https://ontario.ca/coronavirus).

## Sources:

Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for environmental cleaning for prevention and control of infections in all health care settings [Internet]. 3rd ed. Toronto, ON: Queen's Printer for Ontario; 2018. Available from: <https://www.publichealthontario.ca/-/media/documents/bp-environmental-cleaning.pdf>

The Regional Municipality of York, Community and Health Services. Proper cleaning and disinfection practices [Internet]. Newmarket, ON: The Regional Municipality of York; 2019. Available from: <https://www.york.ca/wps/wcm/connect/yorkpublic/928899a2-d56b-47af-a9a0-b6e62d8e0bb7/Proper+Cleaning+and+Disinfection+Practices.pdf?MOD=AJPERES&CVID=mVMtoGe>

## Important:

- Train staff on how to use cleaning chemicals and disinfectants. Which includes following manufacturers' recommendations on the label at all times.
- Ensure that all bottles are labelled appropriately (e.g. following WHMIS)
- Regularly review the policy, especially the checklist of high-touch surfaces.
- Explain how you are enhancing cleaning and disinfection at your business/organization: for example: Chemicals used for cleaning. Ensure information about contact times, required PPE and any other instructions are also available. (Refer to Cleaning and Disinfection for Public Settings poster for more information)

## Personal Hygiene

Provide clear information and instruction to your staff, volunteers, customers and other visitors such as contractors and suppliers on personal hygiene during the COVID-19 pandemic.

Your policies and procedures must be communicated to your staff and/or volunteers through training sessions. This will ensure they know their responsibilities and importance of good hygiene during the COVID-19 pandemic and always.

Make it easy for your staff, customers or visitors to follow hygiene practices. Provide plenty of opportunities to clean hands, either with hand washing facilities or alcohol-based hand rub.

## Checklist

- Put up **Cover Your Cough** poster
- Put up **Staying Healthy at Work** poster
- Put up **Wash Your Hands** poster by all sinks and/or alcohol-based hand rub stations
- Provide alcohol-based hand rub at all entrances and exits for the use of all persons entering or exiting the premises if hand washing facilities (i.e. sink) are not available.
- Train all staff members on the requirements and procedures for hygiene practices in your business/organization. Helpful resources include: "How to" [Hand Hygiene](#) video series from Public Health Ontario.
  - ▶ Ensure staff are trained to comply with the Occupational Health and Safety Act and applicable Regulations made under the Act.
- Upon request, be able to provide a copy of your policies and procedures for inspection by any person authorized to enforce the *Huron Perth Public Health Instructions to Persons Responsible for a Business or Organization Permitted to be open under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA) and related Regulations, or otherwise.*

## Personal hygiene policy sample

Who is responsible for updating and maintaining this policy?:
How are you communicating hygiene requirements and expectations for all persons entering your business/ organization (e.g. signage, info sessions, training):
Describe how you are providing handwashing/ABHR stations (e.g. for staff/volunteers/customers/visitors):
Training and Education Plan (e.g. how are staff/volunteers trained and educated): <ul style="list-style-type: none"><li>• weekly/monthly staff meetings</li><li>• sign-off process</li></ul>
Date policy approved/reviewed:

**Poster:** Cover your Cough *(see page 17)*

**Poster:** Staying Healthy at Work *(see page 18)*

**Poster:** How to Wash Hands *(see page 19)*

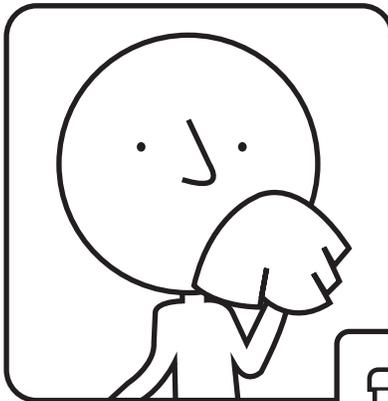
**Poster:** How to Use Hand Sanitizer *(see page 20)*

**Video:** <https://youtu.be/o9hjmges72I> - How to Hand Wash | Public Health Ontario

**Video:** <https://youtu.be/sDUJ4CAYhpA> - How to Hand Rub | Public Health Ontario

Stop the spread of germs that make you and others sick!

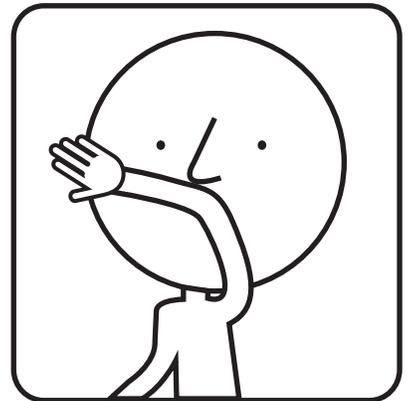
# Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or

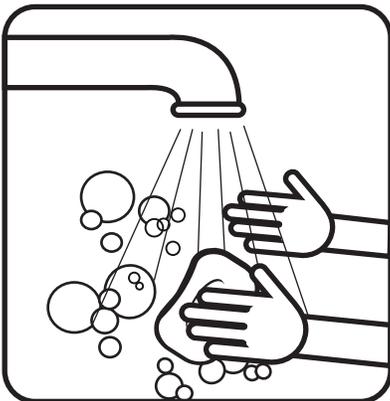
cough or sneeze into your upper sleeve, not your hands.



Put your used tissue in the waste basket



# Clean your Hands after coughing or sneezing.



Clean hands with soap and warm water

or

clean with alcohol-based hand rub



# Staying Healthy at Work

## If you are sick

- Do not enter the building
- Stay at home

## Reporting to work

- Complete a Self-Assessment Screening

## Prevention

- Wash your hands with soap and water thoroughly and often
- Cough and sneeze into your arm
- Keep surfaces clean and disinfected
- Practice physical (social) distancing when possible. Stay 2 metres (6 feet) from others.

## While at work

- If you become unwell while at work, isolate yourself; notify management immediately for appropriate follow-up action

# Wash Your Hands



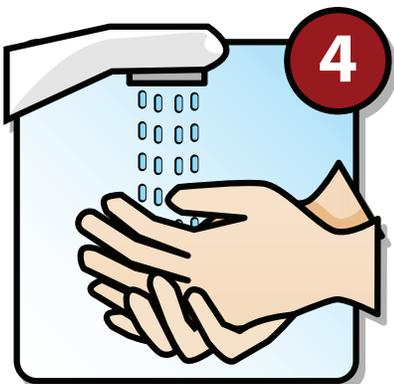
Wet your hands



Use soap



Lather and scrub for at least 15 seconds



Rinse



Dry your hands



Turn off taps with towel

## Always wash

After you:

- Use the washroom
- Sneeze, cough, or blow your nose
- Handle garbage
- Come in from outdoors

Before and after you:

- Touch food

# How to use hand sanitizer



Rub hands for  
at least 15 seconds

1



Apply 1 to 2 pumps  
of product to palms  
of dry hands.

2



Rub hands together,  
palm to palm.

3



Rub in between and  
around fingers.

4



Rub back of each hand  
with palm of other  
hand.

5



Rub fingertips of each  
hand in opposite palm.

6



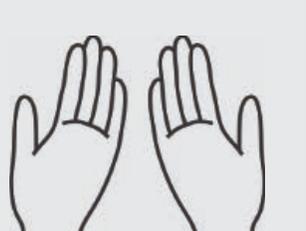
Rub each thumb  
clasped in opposite  
hand.

7



Rub hands until  
product is dry. Do not  
use paper towels.

8



Once dry, your hands  
are clean.

## Sources:

Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for hand hygiene in all health care settings [Internet]. 4th ed. Toronto, ON: Queen's Printer for Ontario; 2014. Available from: <https://www.publichealthontario.ca//media/documents/bphand-hygiene.pdf?la=en>

The information in this document is current as of March 16, 2020.

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## Masks

A mask or face covering protects other people from your germs, like COVID-19. It is an extra layer of protection in addition to the fundamental public health measures of:

- Staying home when ill
- Maintaining a 2 metres/6 feet distance from anyone not in your household
- Cleaning hands frequently

Under public health instructions, you are required to ensure that all individuals wear a mask (e.g., a homemade cloth mask or face covering) where a physical distance of 2 metres/6 feet cannot be maintained throughout all areas of the business and when employees work in public spaces of the business where suitable barriers are not present. Where possible, medical masks are recommended for workplaces, and the nature of some work requires the use of a medical mask.

HPPH strongly recommends that ALL workplaces ensure employees wear eye protection (i.e. face shield, goggles or safety glasses in addition to wearing masks when physical distancing (6 ft/ 2m) cannot be maintained. When employees do not wear eye protection, and a case of COVID-19 is identified in the workplace, significant impacts to your workforce can occur (i.e. large cohorts of workers being dismissed as high-risk contacts). Please refer to the COVID-19 Contact Tracing document on page 26 for more information about how eye protection impacts COVID-19 contact tracing.

## Checklist

- Have a policy in place to request all persons (including staff/volunteers) entering or remaining in the premises to wear a face covering.
  - ▶ **Note:** in non-public areas of your business or organization, your staff/volunteers are required to wear a face covering where 2 metres/6 feet cannot be maintained.
- Upon request, be able to provide a copy of the mask policy for inspection by any person authorized to enforce the *Huron Perth Public Health Instructions to Persons Responsible for a Business or Organization Permitted to be open under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA) and related Regulations, or otherwise.*
- Post appropriate visible signage indicating that face coverings are required inside the premises. (*see poster on page 24*)
- Ensure that all employees are aware of the policy, including who is exempt, and are trained on your establishment's expectations.
  - Ensure staff are trained to comply with the Occupational Health and Safety Act and applicable Regulations made under the Act.
  - Ensure that where applicable, staff are trained on how to properly don and doff masks and other personal protective equipment.
- Ensure that employees also wear masks if their job requires them to enter the public space of the business unless protected by plexiglass or other barrier. Barriers should be an impermeable material. If you are indoors, and you can remain behind a barrier except for your hands below face level in order to exchange goods, then a mask is recommended, but not required.
- When needed, provide a verbal reminder to employees, visitors and customers to wear a mask or face covering while inside the premises.

(continued)

- People who are unable to wear a mask or face covering should never be asked for proof of exemption by an owner/operator or other visitor.
- Consider offering alternative services to customers who are unable to wear a mask for services that require longer interactions or close contact. For example, provide online, telephone, curbside pickup or off-peak hour services.

## More Information

### Summary of instructions regarding masks

As an OWNER/OPERATOR of an establishment: Owners and operators of establishments, as well as public transit, must have policies in place that require people visiting their business to wear a face covering.

As a VISITOR to an establishment: You are expected to wear a face covering when you are inside an establishment or on public transit. The face covering must cover your nose, mouth and chin, without gaping.

Some people cannot wear a mask for various reasons and are exempt from wearing a face covering. Proof of exemption is not required and should never be asked for by an owner/ operator or other visitor.

**OWNER/OPERATORS and VISITORS:** Please demonstrate and encourage kindness at all times and continue to be respectful and patient.

If you have questions about the requirements for masks to be worn in your business/organization, please call Huron Perth Public Health at 1-888-221-2133. Information can be found on our website [www.hpph.ca/masks](http://www.hpph.ca/masks). It will be updated as need. Please check back regularly.

**Poster:** Wear a mask (*see page 24*)

# COVID-19 Mask Instructions for Establishments

## Mandatory Use of Non-medical Mask or Face Covering within

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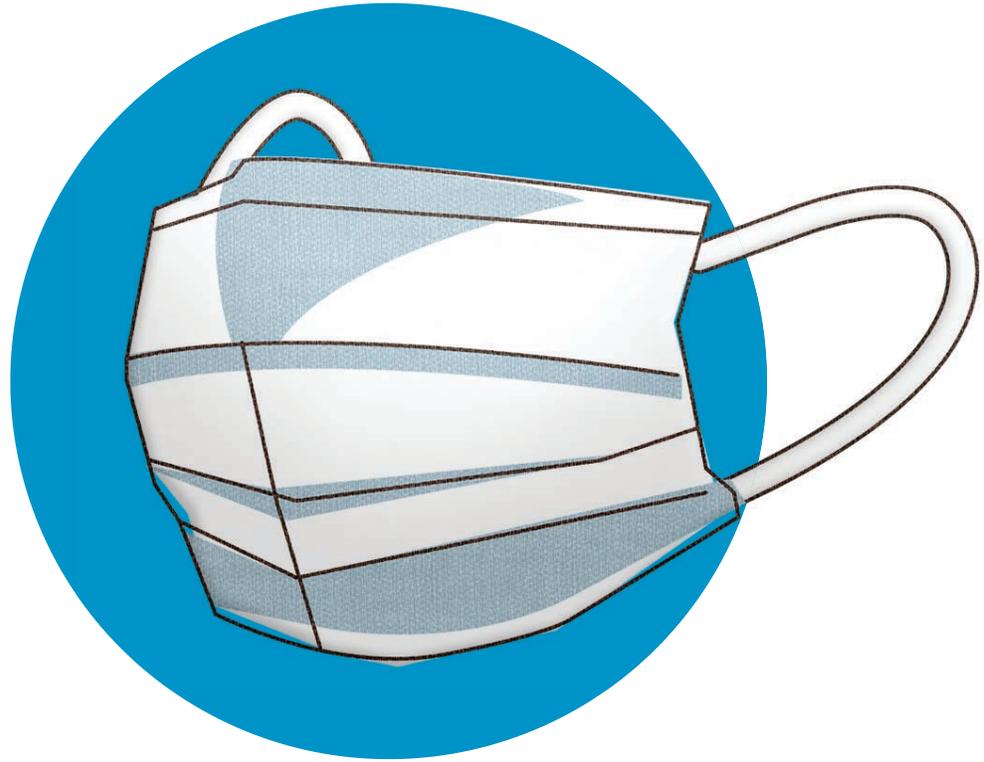
*name of establishment*

To further reduce the risk of spreading COVID-19 in our Establishment and within the broader community, beginning July 17, 2020, all staff, visitors and customers are required to wear a mask or face covering upon entering and remaining within \_\_\_\_\_

*name of establishment*

1. A sign on the new mask policy will be posted and visible at all entrances.
2. The mask or face covering must cover the nose, mouth and chin.
3. Temporary removal of the mask is permitted where necessary for the purposes of receiving services, or while actively engaging in an athletic or fitness activity.
4. The following persons are exempted from requiring a mask or face covering and will not be required to provide proof of such exemption:
  - Children under the age of two years
  - Children who cannot understand the need for a mask, refuse to wear a face covering and cannot be persuaded to do so by their caregiver
  - A person who is unable to put on or remove their face covering without assistance
  - A person whose breathing would be inhibited in any way by wearing a face covering
  - A person who, for any other physical or mental health medical reason, cannot safely wear a face covering. This includes, but is not limited to people with respiratory disease, cognitive difficulties, difficulties in hearing or sensory processing disorders, anxiety.
  - A person for whom a religious reason prevents them from wearing a face covering that is compliant with the definition of face covering in the Medical Officer of Health Huron Perth Instructions.
5. Enforcement measures include focusing on education, however, pursuant to the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA), people and businesses who do not comply with the above-noted requirements may be fined where significant non-compliance concerns are identified.
6. Staff will be trained on the policy, including how to respond if various circumstances arise (as per the HPPH Discussion Guide for Owners and Operators).
7. Staff will be trained on the policy, including how to respond if various circumstances arise (as per the HPPH Discussion Guide for Owners and Operators).

*This policy has been created in compliance with the Huron Perth Public Health Instructions to Persons Responsible for a Business or Organization Permitted to be open under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA) and related Regulations, or otherwise.*



# **Wear a mask.**

This is our policy as required by provincial legislation.

Not everyone can wear a mask.  
You do not need proof of exemption.

**Let's be kind to each other.**

## Education and Support

Huron Perth Public Health recognizes the challenges our local businesses and organizations are experiencing at this time. With information constantly changing it can make it difficult to understand what is required. We encourage businesses and organizations to use this tool kit to navigate the challenges posed by the COVID-19 pandemic. We know that practices such as screening, mask wearing, limited customers/visitors at local businesses and organizations, ensuring uni-directional flow of customers with aids such as floor markings, cleaning and disinfection of high touch surfaces, physical distancing and personal hygiene will help reduce the risk of COVID-19 transmission in your business and organization.

*Please note that COVID-19 prevention includes the topics covered within this tool kit, but is not limited to them.*

For more information about HPPH's revised instructions:

**Visit:** [www.hpph.ca/workplace](http://www.hpph.ca/workplace)

**Call:** 1-888-221-2133

**Note:** If you are experiencing challenges developing your workplace policies related to COVID-19, contact Workplace Safety & Prevention Services at 1-877-494-9777 (Monday – Friday, 8:30 am – 4:30 pm) or <https://covid19.wsps.ca/>

Information and legislation affecting business' and COVID-19 are constantly changing. Stay up to date by visiting [www.hpph.ca](http://www.hpph.ca) and [www.ontario.ca](http://www.ontario.ca) on a regular basis.

### Quick links:

Ontario COVID-19 response framework: <https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open>

O. Reg. 82/20, Rules for areas in stage 1 (lockdown): <https://www.ontario.ca/laws/regulation/200082>

O. Reg. 263/20, Rules for areas in stage 2 (Red zone): <https://www.ontario.ca/laws/regulation/200263>

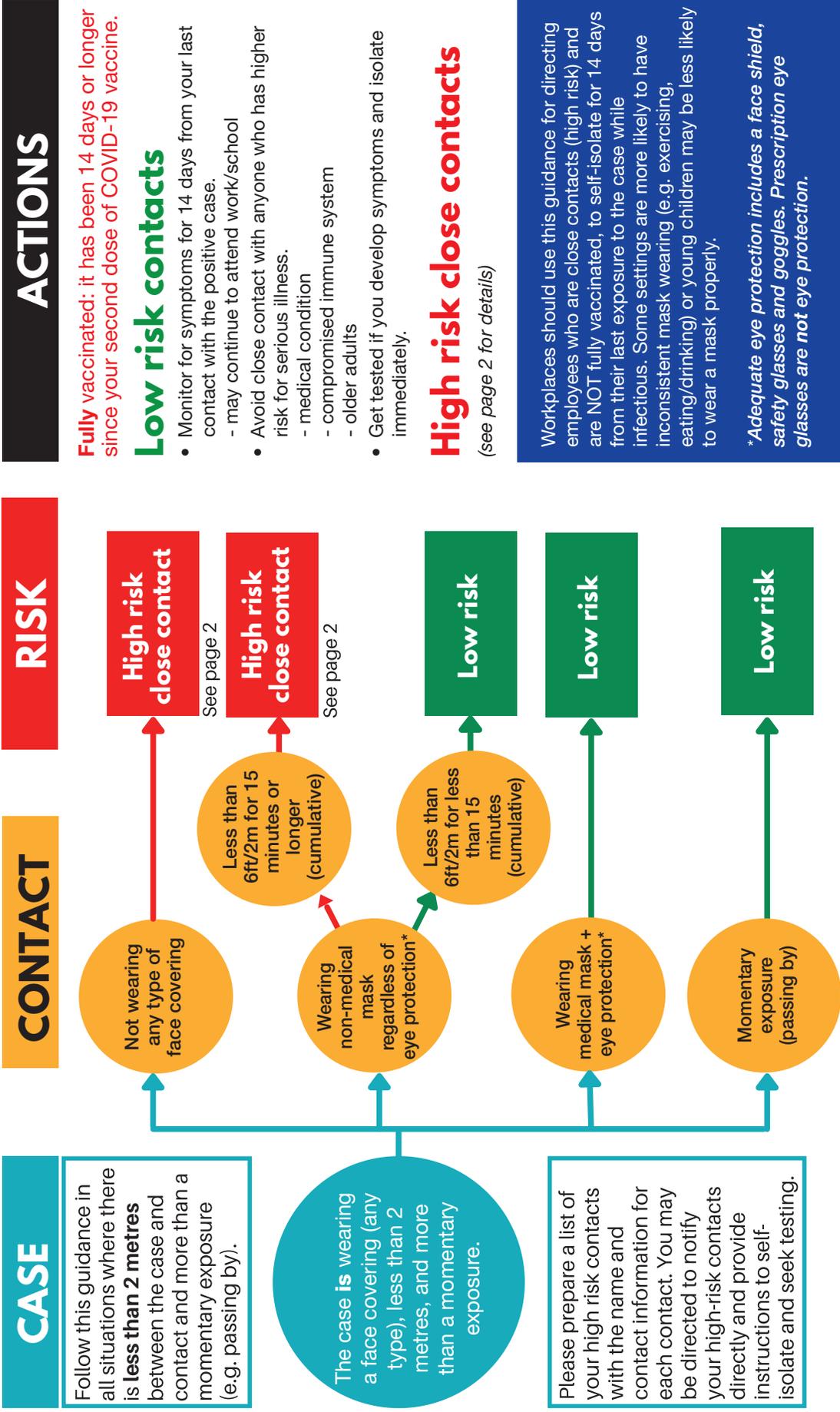
O. Reg. 364/20, Rules for areas in stage 3 (Green, yellow, orange zones): <https://www.ontario.ca/laws/regulation/200364>

Lockdown framework: <https://files.ontario.ca/moh-enhanced-provincewide-shutdown-en-2021-01-12-v3.pdf>

# COVID-19 Contact Tracing

**\*This chart applies to individuals who are NOT fully vaccinated\***

Contact tracing identifies anyone who you had high risk contact with beginning 48 hours before your symptoms started (or 48 hours before you were tested if you had no symptoms), up until you started self-isolating. Applies to non-healthcare community and workplace settings only. Public Health will contact all positive cases. These are general guidelines and actual Public Health direction may vary in specific situations. For more information, visit: [www.hpph.ca/coronavirus](http://www.hpph.ca/coronavirus)



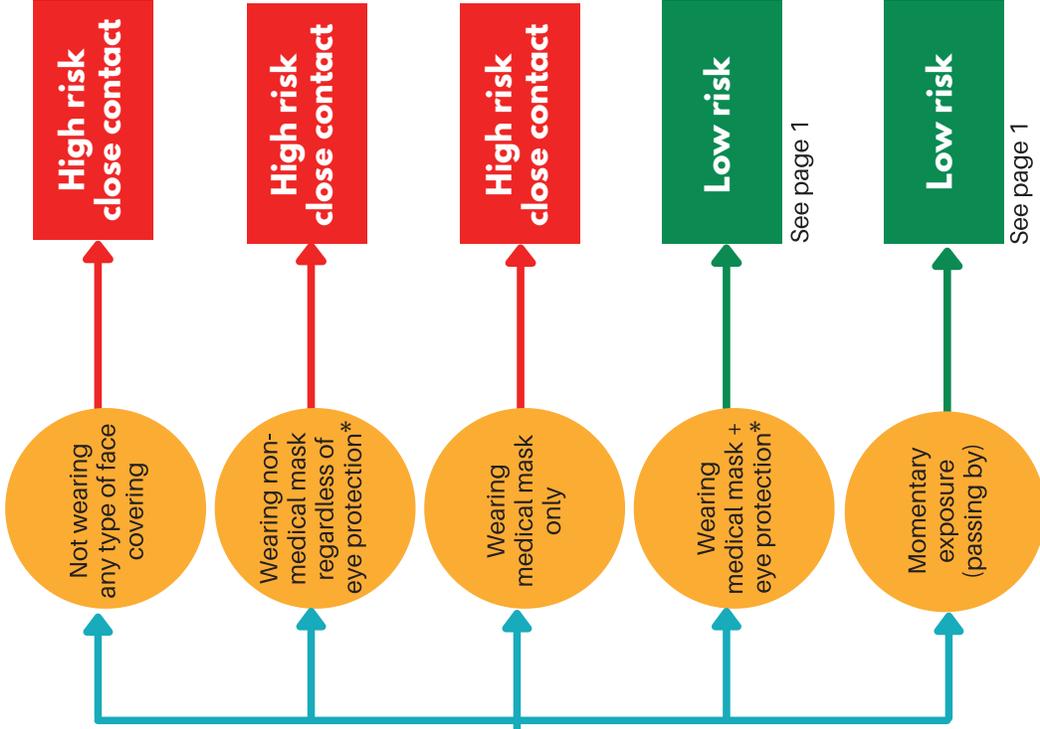
## CASE

Follow this guidance in all situations where there is **less than 2 metres** between the case and contact and more than a momentary exposure (e.g. passing by).

The case is not wearing a face covering (any type), less than 2 metres, and more than a momentary exposure.

Please prepare a list of your high risk contacts with the name and contact information for each contact. You may be directed to notify your high-risk contacts directly and provide instructions to self-isolate and seek testing.

## CONTACT



See page 1

See page 1

## ACTIONS

**Fully vaccinated:** it has been 14 days or longer since your second dose of COVID-19 vaccine.

### High risk close contacts

**Person is NOT fully vaccinated:**

- Get tested for COVID-19 and self-isolate immediately.
- If tested before 7 days, get another test 10 days or later after your last contact with the positive case
  - Do not return to work/school
  - If household members are NOT fully vaccinated they also need to isolate, except for essential reasons
- In an outbreak, public health may advise you to test immediately and again 10 days or later.
  - If your test is positive, public health will contact you
  - If your test result is negative, you must still complete the full 14 day isolation period.

**Person is fully vaccinated and does NOT have COVID-19 symptoms:**

- Get tested immediately.
- You do not have to self-isolate. Your household members are not required to isolate.
- There are some exceptions where public health may require you to isolate.
- If you develop symptoms, get tested and isolate until test results.
  - If negative, isolate until 24hr after symptoms resolved
  - If positive, public health will contact you