

COVID-19: Health and safety in the workplace

For any workplaces that must remain open to deliver services considered critical or vital for business continuity, the following practices will help to keep you, your workplace, and your clients as safe as possible.

Take steps to protect yourself

Clean your hands often

- **Wash your hands often** with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer** that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



Avoid close contact

- Where possible, **maintain a distance of 2m (6ft)** between yourself and others. This is especially important for people who are at higher risk of getting very sick.
- Look for options to arrange your workspace to create distance between yourself and your clients and colleagues.
- Post signage in reception areas (on doors and/or desks) requesting that clients maintain a distance of 2m (6ft) while in the office.



Take steps to protect others

Monitor your health before attending work and throughout your shift

- **If you are experiencing the symptoms** listed below, it is recommended that you contact your supervisor and **stay at home** or seek medical assistance if you are at higher risk (including older adults and/or people with serious underlying medical conditions).
 - Fever
 - Cough
 - Shortness of breath



Cover coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Dispose of used tissues** in the garbage.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



Routinely clean your work area

- **Frequently disinfect all commonly touched surfaces** in your workspace, common areas and public areas within your office using cleaning agents that are usually used in these areas and follow the directions on the label
- **Provide easy access to disposable wipes** so that surfaces (such as doorknobs, keyboards, remote controls, desks and phones) can be wiped down by yourself and your team members before and/or after each use.
- **Remove barriers requiring physical contact** where feasible and safe to do so. (e.g. prop open doors, if it's reasonable and safe to do so)

