COVID-19 Workplace Information

It is important to monitor the public health guidance from the Department of Health and Community Services as the situation can change quickly. Please check [www.gov.nl.ca/covid-19](http://www.gov.nl.ca/covid-19), which is updated daily.

- Workplaces are exempt from the limitations on the number of people in gatherings; however, physical distancing of two-metres (or two arm’s lengths) between individuals should be maintained as much as possible. Operations may need to be altered or postponed to maintain physical distancing.
- Besides customers, limit business-related visitors to essential services only. This may include tradespeople, pest control or compliance officers. Schedule visits to eliminate people gathering in reception areas.
- It is preferable to have employees work from home, if possible. Only those who are needed to be physically present should come into the workplace.
- Conduct business remotely (e.g., conference calls, video conferences, email), whenever possible. Avoid:
  - large crowds,
  - handshakes and any other physical contact with others, and
  - unnecessary travel.

Handling of money and supplies
- Use of electronic payment devices are preferred when possible. However, if you must handle money, ensure that employees are practicing effective hand hygiene after each instance by washing their hands with soap and water or using an alcohol-based hand sanitizer that contains at least 60 per cent alcohol.
- Do not touch your face after handling money. Ensure that hand hygiene supplies are available for both patrons and staff at the point of purchase.
- Limit the exchange of papers (e.g., signing contracts). If documents must be exchanged, leave them on a clean surface while maintaining a two-metre distance. Avoid sharing pens and office equipment. Disinfect after each use.

Supplies
- Operators must ensure they have all the necessary supplies such as hot/cold potable running water, liquid soap, paper towel, and garbage bins, for handwashing; or minimum 60 per cent alcohol-based hand sanitizer; toilet paper; cleaning and disinfecting supplies; and, personal protection equipment (non-medical masks and disposable gloves) if required.
- It is important that a staff member be delegated responsibility to monitor supplies to ensure stock is maintained during operating hours.

Food
- If your office has a restaurant or cafeteria onsite, this will not be permitted to open at this time; however, take-out and delivery are acceptable.
- Common areas should not accommodate employees or patrons to group together, even for eating meals/snacks/drinks. Physical distancing must be maintained at all times.
- The use of vending machines/shared appliances such as coffee pots should be avoided.
Washrooms
• Where public washrooms are available, they must be equipped with hot and cold running water under pressure, liquid soap, paper towel, toilet paper, and garbage containers.
• Handwashing signs must be posted.

Handwashing Stations
• Handwashing stations should enable handwashing by providing clean water, soap, paper towel, and a disposal bin. In the absence of this, minimum 60 per cent alcohol-based hand sanitizer should be made available.
• Handwashing signs must be posted.
• Employees who handle cash or credit cards should practice proper hand hygiene. When hands are not visibly soiled and between customer interactions, alcohol-based hand sanitizers that contain a minimum of 60 per cent alcohol can be used.
• Employees should wash their hands with soap and water when hands are visibly soiled, before and after any breaks, at the beginning and end of their shift, and before preparing food.

Worker Health/Preventative Measures
• All workers must self-monitor for symptoms and stay home if they are sick.
• Employers should have plans in place for increased worker absences due to illness or self-isolation requirements.
• All businesses should have a workplace illness policy. If a policy does not currently exist or does not align with COVID-19 recommendations, the following should be included:
  o Sick employees must stay home or be sent home from work;
  o For employees housed in workplace accommodations (i.e., work camps), sick employees must be confined to their rooms until cleared for re-entry into the workforce;
  o Sick employees must use the self-assessment tool for COVID-19 and follow the subsequent directions; and,
  o When employees go home sick, their work areas must be cleaned and disinfected.
• Practice proper hygiene:
  o Regular and thorough handwashing;
  o Avoid touching face; and,
  o Cough or sneeze into your arm.

For questions regarding Personal Protective Equipment please see Guidance on Personal Protective Equipment (PPE) for Employers.