

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 HPPH's revised instructions.

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. 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 perform **active screening** for your staff. For your customers, or others entering your business or organization, **passive screening** is acceptable.

Know the symptoms to look for and plan for how you will screen workers, customers and others who enter your business 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 paper screening questionnaires 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">• weekly/month staff meetings• sign off process
Date policy approved/reviewed:

Tool Sample: Screening tool for staff/customers *(see page 4)*

Poster: STOP: COVID-19 *(see page 5)*

COVID-19 Screening Tool

Please use your own pen/pencil to complete to prevent the spread of infection.

Name: _____ Date: _____ Time: _____

Do you have any of the following:

- | | | |
|---|---------------------------|--------------------------|
| 1. Fever / chills | <input type="radio"/> Yes | <input type="radio"/> No |
| 2. New cough or a cough that is getting worse | <input type="radio"/> Yes | <input type="radio"/> No |
| 3. Difficulty breathing | <input type="radio"/> Yes | <input type="radio"/> No |
| 4. Shortness of breath (even when sitting or walking regularly) | <input type="radio"/> Yes | <input type="radio"/> No |
| 5. Sore throat (not due to allergies) | <input type="radio"/> Yes | <input type="radio"/> No |
| 6. A runny or congested nose (not due to allergies) | <input type="radio"/> Yes | <input type="radio"/> No |
| 7. Unusual level of fatigue | <input type="radio"/> Yes | <input type="radio"/> No |
| 8. Unusual headache | <input type="radio"/> Yes | <input type="radio"/> No |
| 9. Nausea / vomiting, diarrhea, or loss of appetite | <input type="radio"/> Yes | <input type="radio"/> No |
| 10. Feeling unwell for an unknown reason | <input type="radio"/> Yes | <input type="radio"/> No |

Have you been in close contact with someone who is either sick, sent for testing, or has confirmed COVID-19 in the past 14 days?

- Yes No

Have you returned from travel outside Canada in the past 14 days?

- Yes No

If you answered YES to any of these questions, notify your workplace, go home and self-isolate right away. Call your health care provider or HPPH Health Line at 1-888-221-2133 ext 3267 and a public health nurse will give you detailed instructions to follow to protect you, your family and members of the public.



1-888-221-2133
www.hpph.ca/coronavirus



COVID-19

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



Fever (= or >37.8°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



In the past 14 days, have you been in close contact with a person who:

- was sick with a respiratory illness (has a new or worsening cough, fever or difficulty breathing)?
- has returned from travel outside of Canada in the last 14 days?
- was a confirmed or probable case of COVID-19?



Have you returned from travel outside Canada in the **past 14 days**?



If you answered **YES** to any of these questions, **please go home and self-isolate** right away. Call your health care provider or go to an assessment centre to find out if you need a COVID-19 test.

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)

- 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)

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)

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.

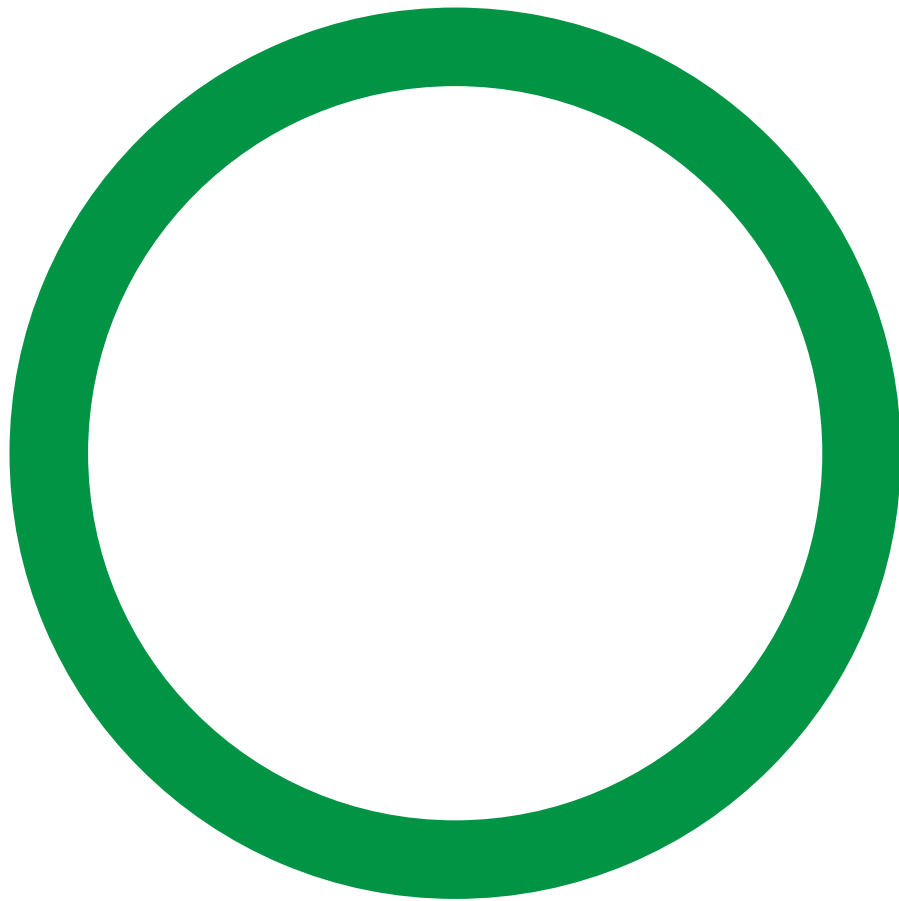
Upon request, be able to provide a copy of your policies and procedures for inspection by any person authorized to enforce the *Huron Perth Public Health Instructions to Persons Responsible for a Business or Organization Permitted to be open under the Reopening Ontario (A Flexible Response to COVID-19) 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">• weekly/monthly staff members• sign-off process
Date policy approved/reviewed:

Posters: (Entrance/Exit/Maximum Occupancy and Physical Distancing) *(see pages 9, 10 11 and 12)*

Premises Occupancy



PEOPLE
MAXIMUM

ONE WAY



**ENTER
HERE**

ONE WAY

ONE WAY



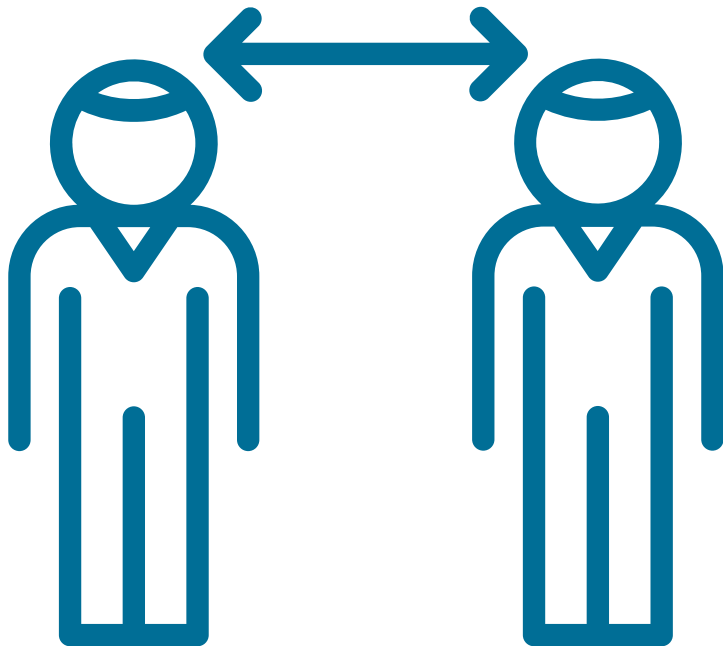
ONE WAY

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 14 and 15</i>):
Training and Education Plan (e.g. how are staff/volunteers trained and educated): <ul style="list-style-type: none">• weekly/monthly staff members• sign-off process
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:
 - o properly prepare solution
 - o allow adequate contact time for disinfectant to kill germs (see product label)
 - o wear gloves when handling cleaning products including wipes
 - o 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.

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].

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">• weekly/monthly staff meetings• sign-off process
Date policy approved/reviewed:

Poster: Cover your Cough *(see page 18)*

Poster: Staying Healthy at Work *(see page 19)*

Poster: How to Wash Hands *(see page 20)*

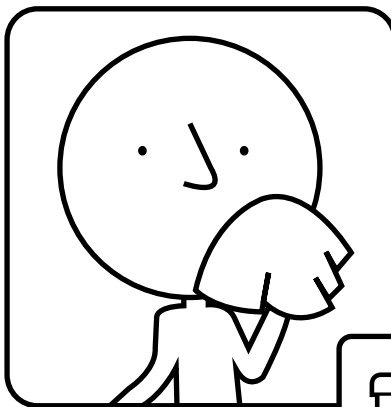
Poster: How to Use Hand Sanitizer *(see page 21)*

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

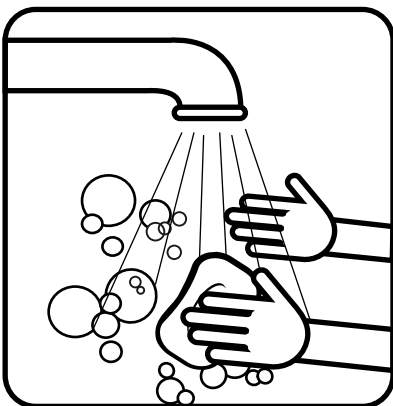
cough or sneeze into your upper sleeve, not your hands.



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

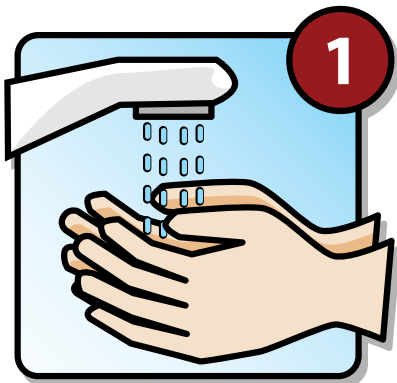
Prevention

- 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.

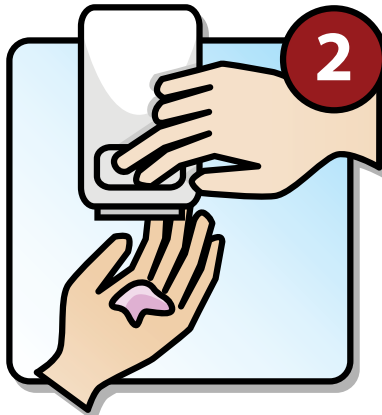
While at work

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

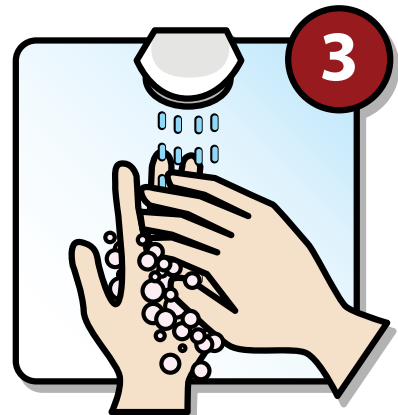
Wash Your Hands



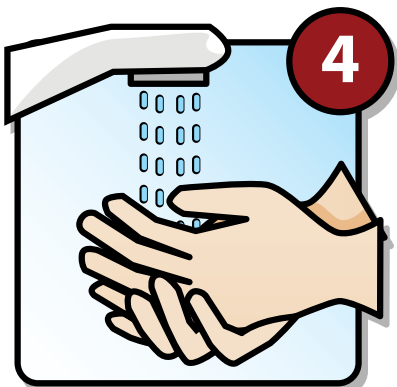
Wet your hands



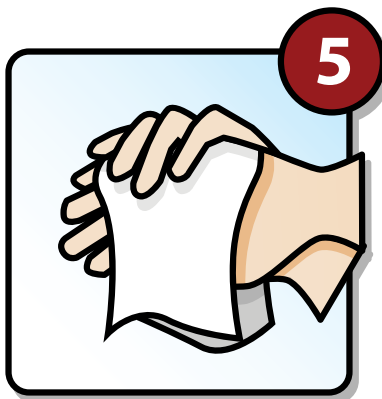
Use soap



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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COVID-19: How to use hand sanitizer

Masks

A non-medical 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 metre/6 feet distance from anyone not in your social circle/bubble
- 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, unless the nature of the work requires the use of a medical mask.

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 25*)
- 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.
- 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.

COVID-19 Mask Instructions for Establishments

Mandatory Use of Non-medical Mask or Face Covering within

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.

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.

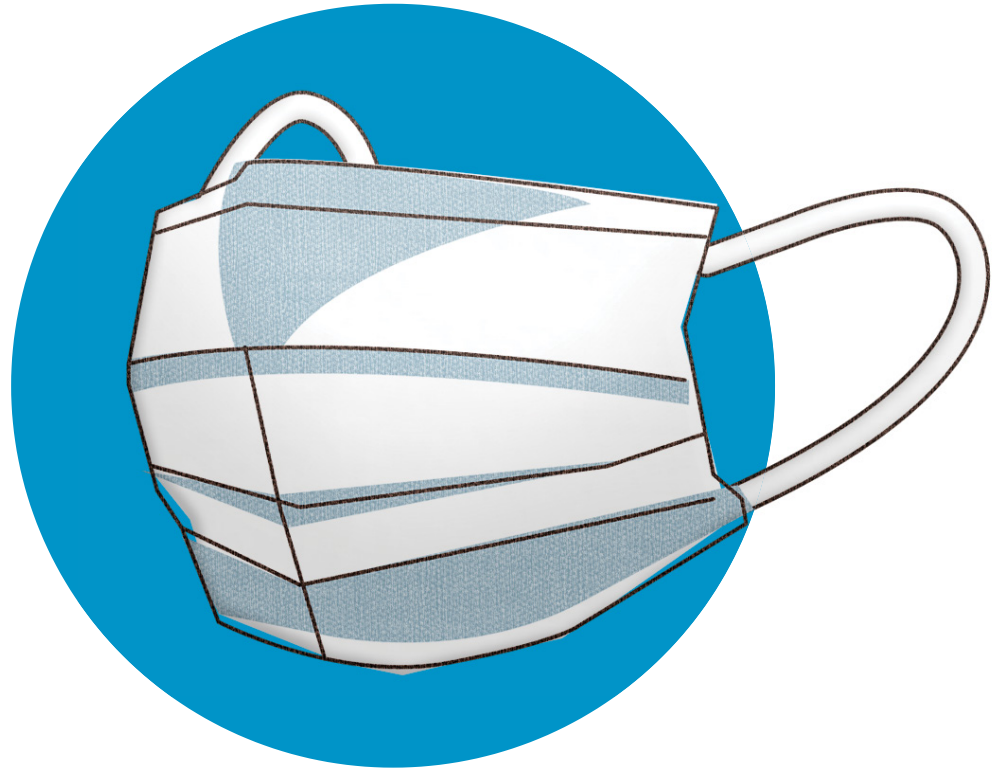
As a VISITOR to an establishment: You are expected to wear a face covering when you are inside an establishment or on public transit. The face covering must cover your nose, mouth and chin, without gaping.

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's Health Line at 1-888-221-2133 ext 3267. Information can be found on our website www.hpph.ca/masks. It will be updated as need. Please check back regularly.

Poster: Wear a mask (*see page 25*)



Wear a mask.

This is our policy as required by the Medical Officer of Health.

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

Call Health Line: 1-888-221-2133 ext 3267

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/>