**March 27, 2020**

**Business Continuity Guidance:**

**LO provides this advice, (supported by Workplace Safety Prevention Services Occupational Hygienists) for businesses that are essential and need to continue to operate now.**

**1. Employers and business owners can use this risk decision-making guideline during the COVID-19 pandemic to determine risk and to develop and implement in the workplace(s).** [**https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html**](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html)

**2. Strengthen the screening of employees coming into the workplace to reduce risk of having an ill employee coming into the work area. This includes contractors, transport/delivery drivers etc. Determine who will do the screening, set up a screening area and use the following as a guide from the** [**Ministry of Health**](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_screening_guidance.pdf)**.**

**3. Implement more stringent measures for hand washing prior to entering the facility or work area. See Hand washing Poster here:** [**https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html**](https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html)

**4. Implement more stringent measures to prevent contaminants from entering workplaces on clothes etc. Provide information to educate employees/visitors on this issue and general hygiene issues at work.**

[**https://www.canada.ca/en/public-health/services/publications/diseases-conditions/preventing-covid-19-workplace-employers-employees-essential-service-workers.html**](https://www.canada.ca/en/public-health/services/publications/diseases-conditions/preventing-covid-19-workplace-employers-employees-essential-service-workers.html)

**5. Restrict visitors/customers where possible. Review shipping and receiving practices and practice social/physical distance when loading/offloading, and handling paperwork.**

**6. Strengthen HR policies to support workers and workplaces to preserve healthy and safe workplaces during COVID-19. More resources available here:**

* <https://horttrades.com/hrtoolkit>
* WSPS Safety Road Map: [https://www.wsps.ca/Small-Business-Centre/Home.aspx#](https://www.wsps.ca/Small-Business-Centre/Home.aspx)

**8. Social distancing and staggering start and completion times, breaks and lunch breaks etc. You may consider marking areas on the floor, chairs, tables to identify the distance, and to identify where persons should stand or sit.**

**9. Sanitizing work surfaces in all workplaces including but not limited to trucks, trailers, tools, tables/counters, eating areas, all work and break spaces and common areas, dressing rooms, entry points for checking in and out.**

**10. Implement more stringent measures for sanitizing common areas and frequently touched surfaces.** [**Ontario Public Health**](https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en) **provided guidance on cleaning for public settings. Find a disinfectant with a Drug Identification Number (DIN) suitable for killing coronavirus such as those provided by the** [**Government of Canada**](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html)**.**

**11. Consider creating distance within a facility by moving multiple operations further away to enable physical/social distancing protocols. Do consider shutting down non-critical lines/operations; slowing down the speed etc.**

***Thank you to WSPS for providing content to support this resource. Landscape Ontario will be building on this document and will continue to develop and share additional Business Continuity tools.***