



In the workplace: General

What to do: Managers and supervisors

- 1 Designate a coordinator** to have overall responsibility for Covid-19 issues at the workplace
 - In addition to an overall Covid-19 coordinator for the entire workplace, if there are multiple shifts, designate a coordinator for each shift to address Covid-19-related issues that arise during that shift
- 2 Consider creating two teams of staff** to work on alternate days (or shifts), so that if an exposure to Covid-19 occurs on one day (or shift), only the team working that day (or shift) will be affected
- 3 Implement flexible sick leave** and supportive policies and practices to reduce likelihood that workers will come to work when ill
 - Maintain sick leave and compensation policies that are (1) flexible, non-punitive, and allow sick workers to stay home and away from co-workers, and (2) are consistent with public health guidance
 - Maintain flexible policies that permit workers to stay home to care for sick family members or take care of children due to school and childcare closures
 - Do not require a positive Covid-19 test result or a healthcare provider's note for workers who are sick to validate their illness, qualify for sick leave, or return to work; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner
 - Ensure that workers are aware of and understand these policies; post and distribute them in languages appropriate to the staff
 - Give a reusable digital oral stick thermometer with single-use disposable caps or covers to each worker who does not already have one at home
- 4 Train supervisors** to send staff home if they feel ill
- 5 Ensure that all food safety, hygiene, and Control of Substances Hazardous to Health (COSHH) documents** are updated and that all staff are informed and trained as necessary
- 6 Maintain the workplace**
 - Ensure that all handwashing sinks are operational with clean running hot water, cleaned daily, and adequately stocked with soap and paper towels
 - Ensure that all hand sanitizer dispensers are kept full and operational
 - Ensure that bathrooms are meticulously cleaned and disinfected frequently, and are adequately stocked with soap and paper towels
 - Ensure that building ventilation systems are working properly and maintained per standard protocols for optimal indoor air quality, including regularly cleaning or replacing filters; increase ventilation rates and percentage of outdoor air that circulates into the system, if feasible
 - Empty trash receptacles frequently, wearing gloves that you then throw away
 - Ensure that all sanitation systems are fully stocked and functioning
 - Verify that your dishwashing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers
 - Remember that hot water can be used in place of chemicals to sanitize equipment and utensils in manual dishwashing