



COVID-19: Workplace Vaccination Policy Writing Guidelines

INTRODUCTION

The COVID-19 pandemic has introduced a novel viral health hazard into workplaces. Employers have an obligation under the law to protect the health and safety of all their employees. The employer's responsibility under the *Occupational Health and Safety Act* to address this hazard is the same as the requirement to address hazards created by equipment, heights, sound, violence, etc.

Control measures used to mitigate the risk of COVID-19 transmission include: hygiene practices, physical distancing, testing, and masking. Vaccines are one such control measure which provide a high level of risk mitigation. The following guide outlines how to gather and formulate the information required to write a Workplace COVID-19 Vaccine Policy.

Before we begin drafting a policy an important distinction between most control measures such as physical distancing and COVID-19 vaccinations must be made. The distinction is that an employer cannot necessarily compel an employee to be vaccinated, while they are able to require distancing. Employers, however, can still ask for evidence of vaccination. Consequences of not providing evidence of vaccination or refusing vaccination need to be explicitly addressed in the vaccination policy.

The first step in introducing vaccinations as a control measure is to draft a clear and appropriate Workplace COVID-19 Vaccination Policy. Considerations for this policy go beyond what would normally need to be considered for a standard Occupational Health and Safety Policy. Privacy, Employment, Human Rights, and Public Health legislation will need to be carefully considered and addressed; a balance must be struck. *Obtaining legal advice is highly recommended.*

It is important to document all steps taken in drafting this policy. Consult with medical and legal experts. Document who was involved with policy development. Complete risk assessments. Assess specific physical workplaces examined for risk. Assess specific jobs and tasks examined for risk. Explore alternatives to vaccination.



Policy Writing

Before we address what the policy should contain, it is equally important to note what it should not contain. A policy must not contain:

- Punitive measures for those who cannot be vaccinated due to religious or medical reasons.
- Punitive measures for those who choose not to be vaccinated.

A Workplace COVID-19 Vaccination Policy should be tailored to each business. A template or one size fits all policy will likely falter if legally tested. To help ensure the policy is appropriate for a business and is defensible if challenged, consider the following:

- The policy needs to be company specific. The policy needs to consider business operations and the levels of risk present. Performing a thorough risk assessment will inform the need for and scope of the vaccine policy. The following areas should be considered, at a minimum:
 - Workplace environments (inside, outside, office, shop, vehicles, multiple jobsites, etc.)
 - Do employees work alone, together or a combination thereof?
 - Do employees work within 2 meters of each other or other persons?
 - Do employees interact with the public or other persons outside of the organization?
 - Are at risk populations encountered (work in long-term care homes, hospitals, etc.)?
 - Individual jobs and tasks performed.
 - Does the policy apply to all staff? All environments? Why or why not?
- Is the workplace union, non-union or a combination of both?
 - If unionized:
 - Consult with union representatives.
 - Review the collective agreement.
- Consult with medical experts to determine the appropriateness of vaccinations as a risk mitigation strategy?
 - Is there a legitimate occupational health risk?
 - Is there a bona fide occupational requirement for vaccination?
- Obtain legal advice to assess legal considerations of the vaccination strategy proposed in policy.



- Consult with the Joint Occupational Health and Safety Committee or Safety Representative.

While the specifics of policies will differ from company-to-company, common issues will need to be addressed.

- The policy needs to address how long it will be in place.
 - An effective date needs to be set.
 - Set the timeline for how long employees will have to comply with the policy once in effect.
 - The policy should not be indefinite.
 - Consider using events or timelines which would render this policy obsolete. For example, when a certain percentage of the population is fully vaccinated, when Public Health lifts orders, etc.
- The policy needs to allow for revisions as circumstances change.
 - Are revisions able to be applied in a timely manner?
 - How are staff to be made aware of revisions?
- The policy needs to provide for a balanced approach for those who are not vaccinated.
- Consider whether the employer's duty to protect the health and safety of their employees can be met without vaccinations.
- Is there undue hardship on the employer if vaccinations are not required? Does the present risk mitigation strategy affect the business' ability to be profitable and sustainable?
- The policy needs to provide for accommodations or alternatives for both those who choose not to be vaccinated and those who cannot be vaccinated due to medical and/or religious reasons or other areas protected under human rights legislation. There is less onus on providing accommodations for those who voluntarily opt out of vaccination for reasons other than medical or religious (i.e., personal choice).
 - Accommodations must be clearly defined.
 - Accommodations must be fair and reasonable.
- The policy needs to address privacy of employee medical information.
 - The employer must explicitly commit to ensure the confidentiality of employee medical information, i.e., vaccine status and/or test results.
 - Adherence to privacy laws.
 - Determine how employee vaccine information be stored.



- Determine how employee vaccine information be securely destroyed when obsolete.

Policy Implementation and Enforcement

Employees need to be aware of the specifics of this COVID-19 Vaccination Policy. This can be accomplished through training or meetings. Documentation of understanding and acceptance must be sought and maintained.

The policy will require mechanisms to address non-compliance. That is, what is to be done when an employee fails to adhere to this policy. An example could be an unvaccinated employee being required to wear a mask. What action is to be taken if this employee is not adhering to the masking requirement? Also, if proof of vaccination is required by a specific date, how will this be enforced?

Checklist

- Risk assessments complete
- Alternatives to vaccination policy explored
- Union representatives consulted
- Legal advice obtained
- Medical expert consulted
- JOHSC Committee or Safety Representative consulted
- Privacy concerns addressed
- Policy term and revision flexibility addressed
- Accommodations/alternatives to vaccines provided
- Mechanisms to address policy non-compliance
- Employee and management training complete
- Employee and management acknowledgement of understanding and acceptance obtained



Additional Resources

10 COVID-19 Workplace Vaccination Policy Tips. Author: Brad Proctor

<https://www.mcinnescooper.com/publications/10-covid-19-workplace-vaccination-policy-tips/>

Mandating COVID-19 Vaccinations in the Workplace

<https://www.ehlaw.ca/mandating-covid-19-vaccinations-in-the-workplace/>

COVID-19 tips. CCOHS

<https://www.ccohs.ca/covid19/vaccines-faq/>

IHSA COVID-19 risk assessment guide

https://www.ihsa.ca/pdfs/magazine/volume_20_Issue_2/risk-assessment-covid-19-full.pdf

Risk Assessment Guide

A COVID-19 risk assessment will assist in determining whether a COVID-19 Vaccination Policy is appropriate for a business. The risk assessment should explore:

- An inventory of workplace environments and activities with potential for COVID-19 transmission.
- Does the work need to be done?
- Can the work be done another way?
- Ventilation of the work environment.
- Is close proximity between employees or other person(s) required?
- Will there be extended time in close proximity (more than 15 minutes)?
- Are there alternative controls measures which are reasonable and practicable?
- Is there undue hardship on the employer to provide controls measures other than vaccination?



Outline of the Workplace COVID-19 Vaccine Policy

The vaccination policy can follow a business' present policy formatting requirement. It is recommended that the following sections be considered for inclusion.

Introduction: Brief reasoning or outline of why this policy is required.

Purpose: This is the main policy statement. This is where the requirement for vaccination will be made.

Effective Date: When the policy goes into effect. When proof of vaccination will be required to be given to the employer. Considerations for a repeal of the policy can be addressed here.

Scope: To whom and how does this policy apply.

Responsibilities: Details the responsibilities of workplace parties in regard to policy implementation, enforcement and adherence.

Reasonable accommodation: Details alternative measures to be taken by those who cannot or choose not to be vaccinated. Or those who will not share evidence of vaccination.

Document Storage and Privacy: Details how vaccination records be collected, stored and destroyed.

Definitions: Provides clear and concise definitions of terminology used in the policy. For example, Vaccinated: two doses of a Health Canada approved vaccine.



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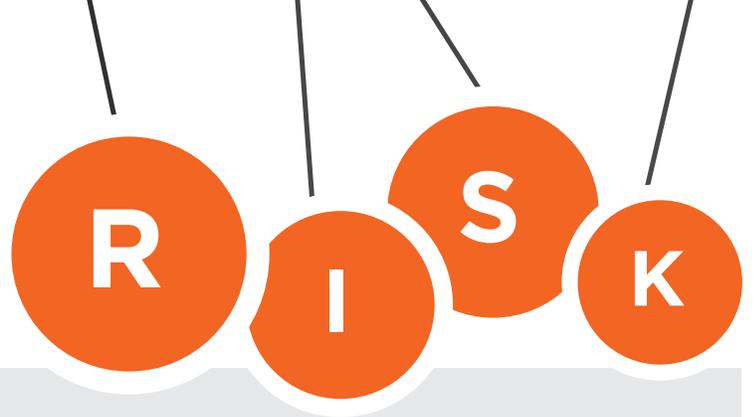
Risk Assessment COVID-19

Each workplace is unique and different. IHSA recommends that employers and business owners conduct a risk assessment to determine the most appropriate controls and actions for a particular workplace/situation during the COVID-19 pandemic.

This guide provides companies with the knowledge and tools to facilitate a risk assessment and to assist with the development of appropriate controls to eliminate or reduce the exposure to the hazards related to COVID-19.



WHAT IS A RISK ASSESSMENT?



A risk assessment is the term used to describe the overall process/method where you:



Recognize and identify the risks.



Evaluate the risks, determine who might be harmed and how.



Decide on and implement control measures.



Evaluate your results and make improvements.

Note: Once the risk assessment is completed, all steps should be reviewed and updated as required.

WHY COMPLETE A RISK ASSESSMENT?

The goal of the risk assessment process is to evaluate hazards, followed by implementing methods to minimize the risk. Overall, this should create a safer and healthier workplace. In completing the risk assessment, you should try to answer the following questions:

- **What can happen and under what circumstances?**
- **What are the possible consequences?**
- **How likely are the possible consequences to occur?**
- **Is the risk controlled effectively, or is further action required?**



COMMONLY USED TERMS:

Hazard

- A hazard is an event or condition that can expose a person to risk of injury or occupational disease. It's any potential source of harm, damage, or adverse health effects.



Risk

- The likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.



Controls

- A hazard control system is an organized set of measures or methods applied to eliminate or minimize hazards.



It is helpful to use a systematic approach to prioritize possible actions. One common approach is the Hierarchy of Controls (see image below). This framework ranks control measures based on their effectiveness and sustainability, and by how much supervision and individual effort is required to apply the control.

Hierarchy of Controls



WHO SHOULD BE INVOLVED?



All workplace parties including workers, managers, clients, customers, and contractors have an important role to play in taking steps to reduce the spread of COVID-19. This is why it is very important to engage the appropriate workplace parties, including managers, supervisors, workers, and health and safety reps or joint health and safety committee members during the risk assessment process. A risk assessment becomes part of your overall health and safety management system and is part of your continuous improvement process. Re-assessment is key to ensure it is updated as circumstances change or new hazards are identified.

HOW TO DO IT:

The risk assessment should be completed by the safety/risk manager and in conjunction with a team of subject matter experts and the joint health and safety representative or committee. These individuals should have a good working knowledge of the job-specific procedures that are being reviewed.

To complete the risk assessment, use the following process:



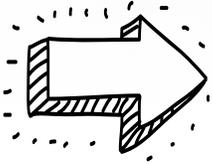
Step 1: Recognize and identify the risks

Step 2: Assess the risks

Step 3: Control the risk

Step 4: Evaluate and review the controls

STEP 1 RECOGNIZE AND IDENTIFY HAZARDS



Goal is to find and record possible hazards that may be present in your workplace for all of the variety of work tasks.



Watch while tasks are being done.



Talk to or interview staff about their work areas and how tasks are done.



Be part of workplace inspections.



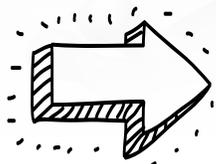
Look at reports and records that your workplace has about work.



Listen to employee concerns about work.



STEP 2 ASSESS THE RISKS



To do this you need to understand how likely it is that someone will get hurt or be made sick by the identified hazard.

Ask the following questions when assessing the hazard:

- How does the hazard compare to legislation, standards, and guidelines?
- In what ways could the worker get hurt or become sick because of the hazard?
- Is it likely the hazard could affect worker health and safety?
- To what degree could a worker be hurt or become sick because of the hazard?



| Rating | Probability | Severity |
|--------|---|---|
| High | <ul style="list-style-type: none"> • Frequent or repeated event • Greater than 50% chance of occurring | <ul style="list-style-type: none"> • Serious or disabling personal injury, permanent disability or fatality • Major loss of business continuity |
| Medium | <ul style="list-style-type: none"> • Event is known to occur • Between 10% to 49% chance of occurring | <ul style="list-style-type: none"> • Injury requiring medical aid with or without lost time from work • Minor loss of business continuity |
| Low | <ul style="list-style-type: none"> • Unlikely event, has not occurred in your company but could happen • Between 0 to 10% chance of occurring | <ul style="list-style-type: none"> • No injury or minor injury requiring first aid • Minor business interruption |

Probability of Occurrence:

- The likelihood that a worker may fall ill.

Severity of Consequences:

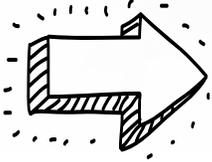
- The severity of resulting harm, illness or injuries, and the magnitude of associated losses or negative consequence.

One method to assess the risk is to use a simple risk matrix which relies on probability and severity scores of high, medium, or low to assign relative risk rankings. The colour coding in the matrix provides you with a visual sense of the relative priority attached to that hazard.

Table One: Simple Risk Matrix

| | | | | |
|----------|--------|-------------|--------|------|
| Severity | High | | | |
| | Medium | | | |
| | Low | | | |
| | | Low | Medium | High |
| | | Probability | | |

STEP 3 CONTROL THE RISK



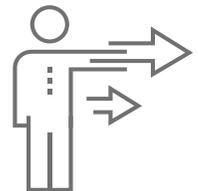
Selecting an appropriate control is not always easy. Choosing a control method may involve:

- Evaluating and selecting temporary and permanent controls.
- Implementing temporary measures until permanent (engineering) controls can be put in place.
- Implementing permanent controls when reasonably practicable.

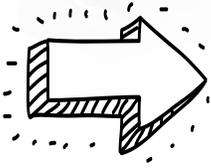


As per the Hierarchy of Controls

- Elimination is simply removing the hazard from the workplace. Eliminating a hazard is clearly the most effective and sustainable way of dealing with it.
- Substitution involves replacing a hazardous condition or process with one that has no associated hazards, or has hazards that pose lower risks.
- Engineering controls do not directly eliminate the hazard. Instead, they reduce risks by separating or isolating the individual from exposure to the hazard.
- Administrative controls are the policies, operating procedures, rules, and practices that describe the way work is performed at your workplace.
- Personal protective equipment (PPE) worn by individuals to reduce the exposure is the least effective type of control.



STEP 4 EVALUATE AND REVIEW THE CONTROLS



It is important to know if your risk assessment was complete and accurate, and to monitor the effectiveness of control methods. Create a plan to monitor that the controls are working. For example, check during inspections, discuss at safety meetings, and develop a pre-shift checklist.

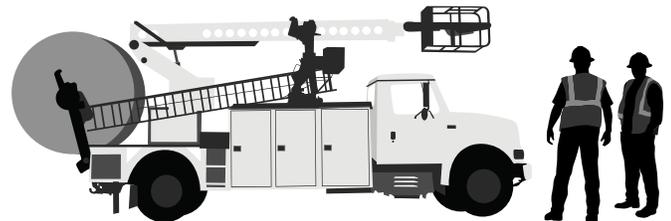
For each control you should be able to answer YES to these questions:

1. Have you discussed the hazards and controls with the workers?
2. Have you provided training for these control measures?
3. Have the controls solved the problem?
4. Is the risk posed by the original hazard contained?
5. Are new hazards appropriately controlled?
6. Are monitoring processes adequate?
7. Have workers been adequately informed about the situation?
8. Have orientation and training programs been modified to deal with the new situation?
9. Has the effectiveness of hazard controls been documented in your committee minutes, inspections, or health and safety management system review?



For each control, you should be able to answer NO to these questions:

1. Have any new hazards been created?
2. Are any other measures required?



Finally, what else can be done?

For more information on hazard assessment, analysis, and control:
ihsa.ca/resources/hazard_assessment_analysis_control

You can also download IHSA's Hazard Identification form here:
ihsa.ca/smallbusiness/resources_small-businesses

RISK ASSESSMENT FORM – SAMPLE 1

COVID-19 SIMPLE RISK ASSESSMENT

| |
|--|
| Name (person completing the assessment): J Q Safety Manager |
| Date (date of the assessment being complete): May 8, 2020 |
| Activity or procedure being assessed: Refuelling of vehicles |
| Known or expected hazards and risk associated with activity: Transfer of germs through respiratory droplets or from touching equipment, tools, or devices. |
| Possible consequences: Possible risk of exposure to COVID-19 resulting in illness. |
| Who is at risk? Individual workers, contractors, visitors, or anyone using a company vehicle. |
| Controls taken to eliminate the hazard or lower the level of risk: <ol style="list-style-type: none">1) While refuelling the vehicle, the driver should maintain physical distancing at all times from other individuals at the service station.2) Employee should use appropriate personal protective equipment (PPE) from the moment they exit the vehicle. Make sure to wear gloves at all times or have hand sanitizer available to ensure proper hygiene after handling any equipment or making contact with surfaces.3) If using a shared vehicle, wipe down the fuel cap before removal.4) Wipe down the pump handle and any other parts of the fuel-dispensing equipment (e.g., screen and touch pad) that may be required to touch with disinfectant wipes.5) Make payment through remote means where possible to limit exposure to other people inside the fuel station.6) Once the fuel stop is complete, the employee should remove gloves and ensure they wash their hands or use hand sanitizer.7) If going into the building to pay and making contact with surfaces, upon return to vehicle, employee should use hand sanitizer immediately. <p>Note: Employees issued PPE, such as gloves or masks, should be properly trained on safe use, care, maintenance, and limitations.</p> |
| Action to be taken in the event of emergency In the event that an employee begins to exhibit symptoms of COVID-19: <ol style="list-style-type: none">1. Contact their supervisor, manager, or dispatch immediately.2. Have them complete the online self-assessment or call either Telehealth Ontario or their primary care provider (family physician).3. They should not return to work until advised to by medical professional.4. Review of all safety protocols and risk assessment by safety manager. |
| Find these additional resources at ihsa.ca/COVID-19: <ul style="list-style-type: none">• Guidance on fuelling vehicles during COVID-19• Downloadable poster: <i>Wipe equipment before and after use</i> |

RISK ASSESSMENT FORM - SAMPLE 2

COVID-19 SIMPLE RISK ASSESSMENT

| |
|---|
| Name (person completing the assessment): J Q Safety Manager |
| Date (date of the assessment being complete): May 8, 2020 |
| Activity or procedure being assessed: Working in close proximity to other workers (maintaining 2m distancing). |
| Known or expected hazards and risk associated with activity: Transfer of germs through respiratory droplets or from touching shared workspaces/tools. |
| Possible consequences: Possible risk of exposure to COVID-19 resulting in illness. |
| Who is at risk? All individual workers, contractors, visitors. |
| Controls taken to eliminate the hazard or lower the level of risk: <ol style="list-style-type: none">1) Start and finish times are to be staggered and reviewed to ensure no build-up of staff or teams in areas.2) Workers who are unwell with symptoms of COVID-19 should not attend the workplace.3) Where possible, tasks are to be re-arranged to enable them to be done by one person or as a small number of persons without compromising safety measures.4) Maintain physical distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance.5) Avoid skin-to-skin and face-to-face contact.6) Stairs should be used in preference to lifts or hoists, and also consider one way directional systems around workplaces.7) Consider alternative or additional mechanical aids to reduce worker interface.8) Promote increased hygiene and cleaning measures.9) Any health concern to be raised immediately to supervisor.10) Shared vehicles to be cleaned and sanitized before and after use as per vehicle cleaning guidelines. |
| Action to be taken in the event of emergency In the event that an employee begins to exhibit symptoms of COVID-19: <ol style="list-style-type: none">1. Contact their supervisor, manager, or dispatch immediately.2. Have them complete the online self-assessment or call either Telehealth Ontario or their primary care provider (family physician).3. They should not return to work until advised to by medical professional.4. Review of all safety protocols and risk assessment by safety manager. |
| Find these downloadable posters at ihsa.ca/COVID-19: <ul style="list-style-type: none">• <i>Practise physical distancing and stay 2m apart</i>• <i>Increase space by staggering lunch breaks</i>• <i>Conduct meetings outdoors</i> |



GUIDANCE ON CONSTRUCTION FACILITY HYGIENE DURING COVID-19

OVERVIEW

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep workers, customers, and the public safe and healthy so we can stop the spread and prepare to re-open the province, when we are ready.

Below is a set of resources, tips, and best practices to help employers and employees prevent the spread of COVID-19 and work together to re-open the province.

Employers and workers in Ontario have certain duties and rights under the *Occupational Health and Safety Act* (OHSA) and its regulations. Employers should also review and follow any applicable directives and guidance coming from the Chief Medical Officer of Health and Ministry of Health.

Learn more about:

- **Workers' rights:** www.ontario.ca/page/covid-19-support-workers
- **Employers' responsibilities:** www.ontario.ca/page/covid-19-support-businesses



BEST PRACTICES

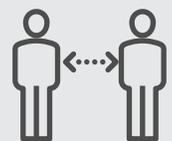
Recognize hazards and assess risks

The first step to controlling risks in a workplace is to identify those risks. This applies to all workplace hazards, not just COVID-19. Identifying and controlling workplace hazards is required of all employers in Ontario under the *Occupational Health and Safety Act* and its regulations.



Some important COVID-19 risk information includes how it is spread and what can increase the risk of a worker becoming infected. COVID-19 can be spread at the workplace in two main ways:

1. Person to person – by people who are in close contact.
2. By surfaces or objects – when people touch their face with contaminated hands.



The level of risk in an activity will be related to the number of opportunities for transmission of the virus. This includes how close people come to each other, how many different interactions there are between people, how often people touch surfaces or objects, and how long people stay in a space.



It is possible for COVID-19 to be spread by people who do not have any symptoms. This makes effective control measures very important. We must act as if everyone is infected when setting up controls.



The risk of severe health outcomes is not the same for all workers. The risk increases with age and is higher for people with certain medical conditions.

POTENTIAL EXPOSURES FOR CONSTRUCTION WORKERS:

On construction sites, workers could be exposed to infectious diseases through the following activities:

- Working in close proximity to others.
- Close contact with others during delivery of material and equipment.
- Exposure to contaminated areas in the cab when using a shared vehicle or piece of operating equipment.
- Touching possibly contaminated items during the course of the work, for example:
 - Tools and equipment
 - Construction materials and supplies
 - Pens when signing for pickups or deliveries
 - Electronic screens on devices like cell phones
 - Common surfaces such as handles on the entry door at facilities



CONTROLS

Infection prevention and control measures prevent the spread of the virus by breaking the chain of transmission. For example, public health guidance includes staying at least 2 metres away from others which avoids close contact. Washing hands removes the virus and prevents people from touching their faces with contaminated hands.

For COVID-19 in the workplace, always start by considering the most effective controls first. It is best to begin by trying to eliminate the hazard – to remove it from the workplace altogether. Where that is not possible, use multiple engineering and administrative controls first to prevent the spread. Protective equipment (including personal protective equipment (PPE) and community protective equipment) should be relied on only where engineering and administrative controls do not sufficiently reduce the risk to workers.



➔ 1. Maintain physical distancing

Everyone in Ontario should be practising physical distancing to reduce their exposure to other people. They should do their best to avoid close contact with people outside of their immediate families. Close contact includes being within two (2) meters (6 feet) of another person.

- Implement all measures to ensure physical distance and separation between people.
- If physical distance and separation cannot be maintained, workers should have personal protective equipment (PPE) consisting of surgical/procedure mask and eye protection (goggles or face shield).
- Workers must use personal protective equipment (PPE) as required by their employer.
- Workers should be trained on the proper use, care, and limitations of any required PPE.



➔ 2. Clean-up facilities

A well-maintained hand-washing facility helps eliminate infectious diseases and keeps workers safe from some of the toxic dusts and chemicals often found on construction sites. The constructor must provide the following:

- Clean-up facilities equipped with no fewer wash basins than half the number of toilets.
- Hot and cold running water where reasonably possible.
- Either paper towels and waste receptacles or a hand dryer.
- Soap and water or hand sanitizer that can be used without water and paper towels.



Note: Although this is a fact-specific determination to be made by an inspector at a workplace, it is the position of the Ministry of Labour, Training and Skills Development that clean-up facilities complete with hot and cold water (or warm water) are, as a general matter, reasonable to be provided by constructors in almost all construction projects, with the exception of long “mobile” projects, short-duration projects (less than one month), or very geographically remote projects where road access is not possible.

→ 3. Regular hand washing

Hand washing helps remove viruses and toxic materials from the skin. This prevents workers from spreading infectious diseases, developing skin reactions, and ingesting hazardous chemicals.

- Workers must wash their hands after using the toilet; before eating, drinking, handling food or smoking; after coughing or blowing their nose; after contact with commonly touched surfaces (due to COVID-19) and chemical agents. Frequency of hand washing should increase during the pandemic.
- If soap and water are not available, apply alcohol-based hand sanitizer (with a minimum of 60% alcohol content) and remove visible soiling with paper towel, then reapply alcohol-based hand sanitizer.



→ 4. Toilets

An essential requirement to preventing the spread of germs on construction projects is access to toilets and clean-up facilities.

- Provide (or arrange for) water-flush toilets that are connected to a sanitary sewer, or chemical-flush toilets that are not connected to a sanitary sewer.
- Ensure that minimum numbers of toilets, as prescribed per number of workers regularly employed at the project, are provided. Also, ensure that separate facilities for female workers are provided, unless the facilities are intended to be used by only one worker at a time. (See Tables 1 and 2 for the number of toilets.)
- Ensure that facilities are serviced as often as required.



Table 1: Determining the number of water-flush or non-recirculating chemical-flush toilets.

| Number of workers regularly employed at the project | Minimum number of toilets |
|---|--|
| 1-15 | 1 |
| 16-30 | 2 |
| 31-45 | 3 |
| 46-60 | 4 |
| 61 or more | 4, plus 1 additional toilet for each additional group of 15 or fewer workers |

Table 2: Determining the number of toilets that are other than water-flush or non-recirculating chemical-flush toilets.

| Number of workers regularly employed at the project | Minimum number of toilets |
|---|--|
| 1-10 | 1 |
| 11-20 | 2 |
| 21-30 | 3 |
| 31-40 | 4 |
| 41 or more | 4, plus 1 additional toilet for each additional group of 15 or fewer workers |

Resource: Section 28 – 30 of Ontario Regulation 213/91 prescribes the requirements for hygiene on construction projects.

→ 5. Stay home if you are feeling ill

If you detect symptoms, you should immediately distance yourself from others and go home. If possible, avoid using public transit. Ensure you notify your supervisor so that they are aware of the situation and can also notify others who may have been exposed.



There are no specific treatments for coronaviruses, and there is no vaccine that protects against coronaviruses. Most people with common human coronavirus illnesses will recover on their own. You should:

- Drink plenty of fluids.
- Get rest and sleep as much as possible.
- Try a humidifier or a hot shower to help with a sore throat or cough.



EVALUATE

Changes to work procedures or practices related to COVID-19 may affect the way you have routinely managed other risks in the workplace. Thus, it is recommended that you consider the various preventative measures on an ongoing basis, and review and adjust accordingly if they are not working as intended or have created new risks or challenges.



Follow-up and evaluation are essential to ensure the effectiveness of controls and solutions implemented. Review your process and identify any opportunities for improvement.

You should determine the following:

- Has the hazard been eliminated or the risk minimized appropriately?
- Is there a better way to control the risk?
- Is the control being used consistently and as planned? Monitor behaviour and practices, and your improvement over time.



Continuously engage your workers, and communicate recommendations and adjustments with supervisors.

Continuously monitor the necessary tools, supplies, and equipment needed to meet your control measures. Also ensure sufficient supplies are readily available, adequate, and accessible

RESOURCES

Stay updated with daily government updates on COVID-19:

Government of Ontario: [covid-19.ontario.ca](https://www.covid-19.ontario.ca)

Government of Canada: www.canada.ca/en/public-health

Public Health Ontario: www.publichealthontario.ca

Ontario government and agency-issued resources about COVID-19:

The [Ontario Ministry of Health](#) is providing consistent updates on the provincial government's response to the outbreak, including:

- Status of cases in Ontario
- Current affected areas
- Symptoms and treatments
- How to protect yourself and self-isolate
- Updated Ontario news on the virus

[Public Health Ontario](#) is providing up-to-date resources on COVID-19, including:

- Links to evolving public health guidelines, position statements, and situational updates
- Synopsis of key articles updating on the latest findings related to the virus
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GUIDANCE ON CLEANING AND SANITIZING INSIDE YOUR VEHICLE DURING COVID-19

OVERVIEW

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep workers, customers, and the public safe and healthy so we can stop the spread and prepare to reopen the province, when we are ready.

Below is a set of resources, tips, and best practices to help employers and employees prevent the spread of COVID-19 and work together to re-open the province.

Employers and workers in Ontario have certain duties and rights under the *Occupational Health and Safety Act* (OHSA) and its regulations. Employers should also review and follow any applicable directives and guidance coming from the Chief Medical Officer of Health and Ministry of Health.

Learn more about:

- **Workers' rights:** www.ontario.ca/page/covid-19-support-workers
- **Employers' responsibilities:** www.ontario.ca/page/covid-19-support-businesses



BEST PRACTICES

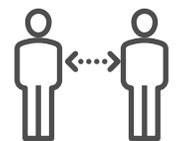
Recognize hazards and assess risks

The first step to controlling risks in a workplace is to identify those risks. This applies to all workplace hazards, not just COVID-19. Identifying and controlling workplace hazards is required of all employers in Ontario under the *Occupational Health and Safety Act* and its regulations.



Some important COVID-19 risk information includes how it is spread and what can increase the risk of a worker becoming infected. COVID-19 can be spread at the workplace in two main ways:

1. Person to person – by people who are in close contact.
2. By surfaces or objects – when people touch their face with contaminated hands.



The level of risk in an activity will be related to the number of opportunities for transmission of the virus. This includes how close people come to each other, how many different interactions there are between people, how often people touch surfaces or objects, and how long people stay in a space.



It is possible for COVID-19 to be spread by people who do not have any symptoms. This makes effective control measures very important. We must act as if everyone is infected when setting up controls.



The risk of severe health outcomes is not the same for all workers. The risk increases with age and is higher for people with certain medical conditions.

POTENTIAL EXPOSURES FOR DRIVERS:

- Washrooms pose the greatest risk of exposure in a rest stop. Areas of concern include toilet stall doors, toilets, sink areas, shower stalls, and change areas.
- High-touch areas like door handles and the keypad and pump handle at the gas pump may also be contaminated.
- Countertops and garbage container lids could be a potential source of exposure.
- Paying at the cashier poses exposure to the countertop and payment terminal keypad, as well as potential close contact with staff. Avoid the use of cash whenever possible.
- The exchange of ordered food products (e.g., wrappers, packaging, etc.) and reusable mugs between restaurant staff and drivers is a potential opportunity for the virus to spread.

CONTROLS

Infection prevention and control measures prevent the spread of the virus by breaking the chain of transmission. For example, public health guidance includes staying at least 2 metres away from others which avoids close contact; washing hands removes the virus and prevents people from touching their faces with contaminated hands.

For COVID-19 in the workplace, always start by considering the most effective controls first. It is best to begin by trying to eliminate the hazard—to remove it from the workplace altogether. Where that is not possible, use multiple engineering and administrative controls first to prevent the spread. Protective equipment (including personal protective equipment (PPE) and community protective equipment) should be relied on only where engineering and administrative controls do not sufficiently reduce the risk to workers.



➔ 1. Maintain physical distancing

Physical distancing means maintaining a distance of at least two metres (six feet) or more between persons. By maintaining physical distancing, you are less likely to be exposed to a respiratory virus. Maintaining physical distancing will assist in limiting your exposure and potentially contaminating the interior of the vehicle.

- Implement all measures to ensure physical distance and separation between people.
- If physical distance and separation cannot be maintained, workers should have personal protective equipment (PPE) consisting of surgical/procedure mask and eye protection (goggles or face shield).
- Workers must use personal protective equipment (PPE) as required by their employer.
- Workers should be trained/employers must train workers on the proper use, care and limitations of any required PPE.



➔ 2. Clean the vehicle regularly

- Get into the habit of cleaning your vehicle interior daily in order to limit the risk of contamination. Ensure that you are thoroughly cleaning the steering wheel, gear shifter, dashboard, all gauges, windows, and door handles.
- Use appropriate personal protective equipment (PPE) when cleaning.
- Most areas of the cab can be cleaned with detergent and water and then followed with disinfectant wipes and a dry washcloth or towel. Once cleaning is complete, dispose of any gloves that were used.
- For frequently touched areas (e.g., steering wheel, gear shift, door handles), clean with disinfectant wipes every time you get back into the vehicle.
- Have a garbage bag or wastebasket in the cab. Place the garbage bag or wastebasket in a convenient spot to avoid trash piling up in the vehicle. This will keep all trash in one spot and make it easier to dispose of when you are stopped. Regularly disposing of the trash will assist in eliminating odours in the vehicle as well.



→ 3. Get rid of unnecessary belongings and clutter

- Review the belongings that you have in the vehicle and eliminate any unnecessary clutter. This can include clothing that you don't wear, books that you are finished reading, personal items that are not required as part of your job, etc. The less items that you have in the vehicle, the easier it will be to clean.
- Organize your belongings to ensure that everything in your cab is neat and organized. This will help make the daily routine of cleaning and sanitizing the vehicle easier.



→ 4. Practise good hygiene

Health Canada recommends following these basic hygiene practices:

- Wash hands frequently with soap and water for at least 20 seconds.
- If using hand sanitizers, they must be alcohol based (with greater than 60% alcohol) to be effective.
- Sneeze or cough into a tissue and discard it, or into your elbow or sleeve.



EVALUATE

→ 1. Visually inspect the cab every time you enter

This will help you determine if any cleaning or disinfecting is required. Increased frequency of stops can increase the amount of times you may need to clean the cab.



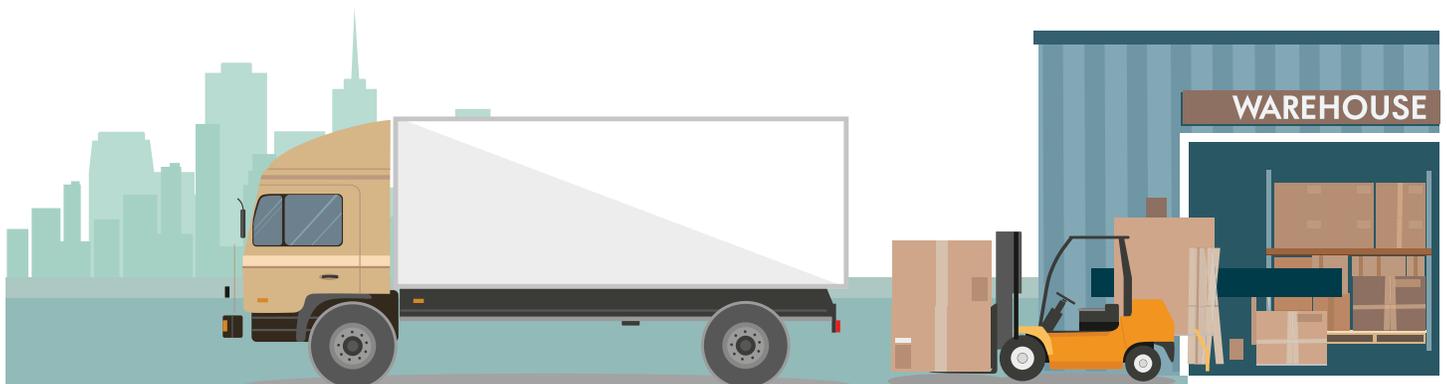
→ 2. Monitor

As you increase the frequency of cleaning and disinfecting, monitor your supply of disinfectant wipes, cleaning products, PPE (gloves), towels, window cleaner, etc., to ensure you have sufficient supplies. Clean your vehicle daily to ensure that all areas are frequently sanitized.



→ 3. Stay home if you are feeling ill

If you detect symptoms, you should immediately distance yourself from others and go home. If possible, avoid using public transit. Ensure you notify your supervisor so that they are aware of the situation and can also notify others who may have been exposed.



You should determine the following:

- Has the hazard been eliminated or the risk minimized appropriately?
- Is there a better way to control the risk?
- Is the control being used consistently and as planned? Monitor behaviour and practices, and your improvement over time.

Continuously engage your workers, and communicate recommendations, and adjustments with supervisors.

Continuously monitor the necessary tools, supplies, and equipment needed to meet your control measures. Also, ensure sufficient supplies are readily available, adequate, and accessible.

RESOURCES

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Government of Canada: www.canada.ca/en/public-health

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GUIDANCE ON TOOL SHARING (HAND TOOLS) CONSTRUCTOR/EMPLOYER PROCEDURE DURING COVID-19

OVERVIEW

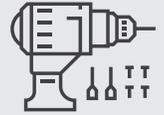
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Learn more about:

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Recognize hazards and assess risks

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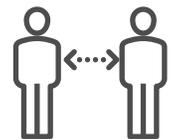
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The risk of severe health outcomes is not the same for all workers. The risk increases with age and is higher for people with certain medical conditions.



Each person touching a tool is a potential carrier. They may have picked up the virus from somewhere else, or may have early onset of the virus themselves and are not aware.

“Surfaces frequently touched with hands are most likely to be contaminated. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. It is not yet known how long the virus causing COVID-19 lives on surfaces; however, early evidence suggests it can live on objects and surfaces from a few hours to days.” — Public Health Agency of Canada

CONTROLS

Infection prevention and control measures prevent the spread of the virus by breaking the chain of transmission. For example, public health guidance includes staying at least 2 metres away from others which avoids close contact. Washing hands removes the virus and prevents people from touching their faces with contaminated hands.



For COVID-19 in the workplace, always start by considering the most effective controls first. It is best to begin by trying to eliminate the hazard—to remove it from the workplace altogether. Where that is not possible, use multiple engineering and administrative controls first to prevent the spread. Protective equipment (including personal protective equipment (PPE) and community protective equipment) should be relied on only where engineering and administrative controls do not sufficiently reduce the risk to workers.



If protective equipment is required for workers, determination of the appropriate form, and worker training on the care, use, and limitations is required.

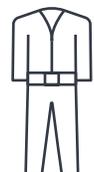
Proper hand washing helps prevent the transfer of the COVID-19 virus from surface to surface, and from the infected surface or material to the hands and then to other parts of the body—particularly the eyes, nose, and mouth. Hands that are visibly soiled or dirty should be washed with soap and water first. Sanitizing is less effective on soiled or dirty hands. Always cleanse your hands before touching your face or eating, or getting into your vehicle to go home, regardless of other precautions taken.



Cleansing the hand tools that workers will be touching will add another layer of protection. This is particularly important when tools are shared. The site's constructor should consider taking the lead and work with contractors to encourage consistent hygiene practices. The following are options to consider for minimizing exposure from using shared hand tools:



- Communicate worksite protocols for proper hygiene expected to be practiced to ensure all contractors and workers are aware of expectations.
- Plan for enough tools to be on site (as is practical) so each worker does not need to share.
- Identify commonly shared tools in some fashion, and store these in a separate toolbox.
- Provide a label with cleansing instructions at the toolboxes where hand tools are stored, and have washing supplies available for that toolbox.
- Recommend daily cleansing of unshared tools and regular cleansing of shared tools immediately after use throughout the day, and at the start of the day before use.
- Gloves will need to be worn as required based on cleaning agents.
- Personal clothing worn at work should also be treated as a potential source of exposure. Place work clothes into a bag before taking home to launder. Ideally, wash suspected clothing separately.



- ➔ Regular tool cleansing when there is no suspected case of COVID-19 can be accomplished using a soap and water solution, or a commercially available disinfecting hand towel wipe, or by a disinfecting wash. Refer to the below recommendations on how to clean and disinfect tools and equipment. Read the manufacturer's instructions to prevent possible damage to the equipment and any required personal protective equipment (PPE) for the worker. Consider escalating the cleansing protocol in both the frequency and the disinfecting method when more people are expected to touch the tool.

When a worker has been discovered to have symptoms of COVID-19, the tools and equipment that the worker recently used should be isolated from further use, cleaned, and disinfected.

➔ **Isolate tools and equipment**

- Identify tools and equipment that the worker was recently using.
- Isolate these tools and equipment for cleansing and disinfecting.
- Use PPE such as gloves and coveralls to move the tools and equipment, and wash or dispose of the PPE after use.



➔ **Cleansing and disinfecting**

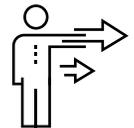
- The employer and constructor's protocols should identify who will clean and disinfect tools and equipment.
- As more is learned about the COVID-19 virus, new disinfection guidelines may become available that can specify how long the virus can live on surfaces, and if it is appropriate to set equipment aside for a period as a disinfectant procedure.



HOW TO CLEAN AND DISINFECT TOOLS AND EQUIPMENT

1. **Maintain physical distancing.**

- Implement all measures to ensure physical distance (2) metres (6 feet) and separation between people.
- If physical distance and separation cannot be maintained, workers should have personal protective equipment (PPE) consisting of surgical/procedure mask and eye protection (goggles or face shield and or coveralls)
- Workers must use personal protective equipment (PPE) as required by their employer.
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2. Make sure all power is off and disconnected on power tools and equipment. Read the manufacturer's directions for cleaning to avoid possible damage from liquids and chemicals.
3. Clean surface with soap and water to remove all visible debris and stains, and some of the germs.
4. Follow labeled instructions and safety data sheets on all containers of cleansing products you use.



5. Many disinfecting products are available to buy; however, they may be difficult to obtain under extreme demand. You can make your own by mixing a water and bleach solution. Check the bleach manufacturer's recommendation for mixing ratios. To disinfect, typical recommendation is to allow surface to remain wet for 5-10 minutes. Rinse thoroughly and air dry.
6. Remove disposable PPE and discard. Remove coveralls and place in a bag for washing in a bleach wash as per the bleach manufacturer's guidance.
7. Wash your hands after removing all PPE.



In addition to isolating and cleansing tools and equipment, inform new contractors and new workers of the protocols, and which tools and equipment are in isolation. Store enough cleaning and disinfecting solutions on site to deal with expected demand. Also, identify a number of workers that are competent to perform disinfecting protocols. If a worker unexpectedly does not show up for work, contact the worker to learn if they are self-isolating, and if so, enact your control measures to isolate and cleanse areas that may be affected.



EVALUATE

Changes to work procedures or practices related to COVID-19 may affect the way you have routinely managed other risks in the workplace. Thus, it is recommended that you consider the various preventative measures on an ongoing basis and review and adjust accordingly if they are not working as intended or have created new risks or challenges.

- Verify that the controls are being followed consistently and as planned. Monitor behaviour and practices.
- Continuously monitor the necessary supplies and equipment needed to meet your control measures.
- Ensure sufficient supplies are readily available, adequate, and accessible.
- Review your process and identify any opportunities for improvements. Make revisions if new information becomes available that requires a change in process.
- Monitor your health for symptoms such as cough, fever, or difficulty breathing.

RESOURCES

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STOP the SPREAD of COVID-19

IHSA has produced stickers related to preventing the spread of COVID-19.

- Stickers are made from durable vinyl with a repositionable adhesive.
- Floor stickers have an anti-slip surface.

Visit [IHSA.ca](https://ihsa.ca), or call 1 (800) 263-5024

Floor stickers
12" round \$8 each
S060

10x3" stickers \$1 each

10x8" stickers \$2 each

IN STOCK NOW