

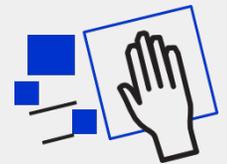


To better protect employees and customers, the following are recommended guidelines* prior to reopening:

- Social distancing implemented of 6' separation of all employees. When physical distancing cannot be maintained, employers may implement the use of face coverings as source control.
- Office and field personnel to complete self-screening regularly as defined by local Health Unit.
- Review infection prevention and control/occupational health and safety policies and procedures with all workers.
- Adjust hours of operation, permitting flexible hours and staggering start times, breaks, and lunches or staggering days that workers are in the workplace.
- Post signage at ALL entrances to inform employees and the public of proactive measures.
- Mark out a distance of 6' between seats and seating areas to ensure physical distancing in common or shared spaces such as: reception areas, meeting rooms, waiting rooms, kitchenettes, elevators, and other workspaces.
- Non-touch, lined waste disposal receptacles for use by workers and customers should be provided throughout the workplace.
- Clean and sanitize offices daily to ensure you are reducing the ability of the virus to spread through surface contact.
- In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty. Special attention should be paid to commonly touched surfaces in the workplace such as doorknobs, elevator buttons, light switches, toilet handles, counters, handrails, touch screen surfaces, and shared materials, equipment, workstations, keypads, etc.
- Schedule weekly cleaning and sanitization by professional office cleaning staff.
- Review COVID-19 guidance from your industry associations to determine the steps workers need to take to be properly prepared in the workplace.
- PLAN and BE PREPARED in the event that an employee test positive.

Have a 30 day supply of the following:

- ✓ Hand Sanitizer
- ✓ Paper towels
- ✓ Tissues
- ✓ Commercial or personal masks
- ✓ Nitrile/protective gloves
- ✓ Clorox or any approved Health Canada disinfectant



*http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_essential_workplaces_guidance.pdf

Contact Us:

1-866-4-WINMAR® (494-6627) or www.winmar.ca

