

This template is a guide to ensure that you have considered the communicable disease prevention measures to prevent the spread of COVID-19, flu, colds, and other viruses in your workplace. Although you are no longer required to maintain a formal, written plan (unless directed by Public Health), by completing this checklist, you can be confident you have all the information you need to communicate measures with staff, contractors, and visitors.

Understanding the risk for communicable disease at your workplace begins with ensuring that information from your health authorities is reviewed regularly. Consider taking the following actions when developing a process to monitor and review this information regularly.

Step 1 Assess the risks in the workplace

	ACTION	PERSON RESPONSIBLE	FREQUENCY
	Check the Public Health Alerts website		
	Review updates from your health region		

Step 2 Reduce your risk | At all times, maintain the following policies and practices:

Implement or update any policies or practices that **support workers who may have virus symptoms** so they can avoid being at work when sick.

	ACTION	PERSON RESPONSIBLE	FREQUENCY
	Review/update sick leave policy		
	Review/update return-to-work policy		
	Review active in-person screening practices		
	Review/update first aid protocols		
	Review/update remote work policy		

Provide sufficient **hand-washing facilities** and **encourage appropriate hygiene practices** (i.e., sneeze and cough etiquette, handwashing) among workers.

	ACTION	PERSON RESPONSIBLE	FREQUENCY
	Review/update hygiene protocols		
	Ensure sufficient handwashing supplies are available and accessible		

Maintain **consistent cleaning protocols** to reduce the risk for virus transmission in the workplace.

	ACTION	PERSON RESPONSIBLE	FREQUENCY
	Review/update cleaning protocols		
	Develop a cleaning schedule and standard of cleanliness		
	Ensure sufficient cleaning supplies are available and accessible		

Make sure **building ventilation is sufficient** in all areas and maintained to ensure the proper functioning of ventilation systems. See [Sections 4.70](#) to 4.80 of the Regulation.

	ACTION	PERSON RESPONSIBLE	FREQUENCY
	Review/update preventative maintenance practices		
	Develop a preventative maintenance schedule for all ventilation systems		
	Develop safe work procedures for the maintenance of ventilation systems and train maintenance staff		
	Review ways to improve air circulation throughout the year		
	Check ventilation settings in company vehicles to avoid re-circulation and allow for fresh air intake		

Support workers **receiving vaccinations for vaccine-preventable diseases**. Consider the following action when supporting vaccination efforts.

	ACTION	PERSON RESPONSIBLE	FREQUENCY
	Coordinate any time off required for vaccination with supervisors and workers		

Step 3 Communicate

Make sure all **workers, contractors and visitors** are informed about the measures, practices and policies that help prevent transmission of viruses in your workplace.

	ACTION	PERSON RESPONSIBLE	FREQUENCY
	Update new worker orientation to include communicable disease preventive measures		
	Incorporate communicable disease preventive measures into safe work procedures		
	Post signage to communicate requirements about PPE, ventilation, hygiene, etc.		
	Ensure supervisors and managers are up-to-date and fully understand your communicable disease preventive measures		
	Communicate communicable disease preventive measures to workers in a language they understand		
	Communicate communicable disease preventive measures to first aid attendants		
	Communicate cleaning protocols to contractors (i.e. janitorial services)		
	Train workers on hygiene practices		
	Train workers on cleaning protocols applicable to their role		

Step 4 Monitor

Implement mechanisms to monitor the effectiveness of measures to prevent communicable disease transmission at your workplace. Ensure that your plan is updated according to the risk level.

	ACTION	PERSON RESPONSIBLE	FREQUENCY
	Monitor the guidance notices, orders and recommendations from public health authorities		
	Re-assess risk level as needed		
	Have the joint health and safety committee or worker health and safety representative regularly review these preventive measures		
	Make sure staff know how to raise health and safety concerns		
	Regularly inspect ventilation systems		
	Regularly audit the cleanliness of the workplace		
	Adjust plan when changes occur to your workplace (new processes, staff, premises)		