



Protect Yourself and Others from COVID-19

As a worker, follow these practices to protect yourself and others from COVID-19:

- Stay informed, be prepared, and follow public health advice.
 - Use reliable sources for credible information about COVID-19, such as the Public Health Agency of Canada: www.Canada.ca/coronavirus
- Monitor yourself for symptoms of COVID-19. If you have symptoms or you're feeling sick:
 - Stay at home and away from others.
 - Contact your health care provider or local public health authority and follow their advice.
- If you become sick while at work:
 - Isolate yourself from others in a designated area.
 - Tell your supervisor that you are going home.
 - Do not take public transit (e.g. bus, train, taxi) if possible.
- Follow the advice of your local public health authority if you have been in contact with someone known or suspected to have COVID-19.
- If you are at higher risk of becoming seriously ill, limit the time you spend outside of your home in the community and avoid crowds as much as possible.
- Practice good hygiene:
 - Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer containing at least 60% alcohol.
 - Do not touch your face with unwashed hands.
 - Cough or sneeze into the bend of your arm or a tissue.
- Keep a physical distance of 2 metres from others when outside of the home.
- Follow advice from your employer about using a non-medical mask in the workplace. Wearing a non-medical mask or face covering is recommended when you cannot consistently keep 2 metres away from others, especially in crowded settings.
- Clean and disinfect frequently touched or shared surfaces and objects often.

As an employer, consistently follow these practices to protect yourself and others from COVID-19:

- Actively encourage sick workers to stay home.
 - Use a screening questionnaire from a public health agency and remind employees to stay at home if they have symptoms of COVID-19, even if mild.



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- Develop a flexible attendance policy that will allow workers to stay home if they are sick or need to stay home to care for a sick family member.
- Encourage healthy practices among workers, contractors, and clients.
 - Post signs to remind workers/clients to follow these practices. Make sure that the signs are appropriate for the workers'/clients' age, ability, reading level and language preferences.
 - Provide more access to hand hygiene facilities (e.g., place hand sanitizer dispensers in easy to see locations) and make sure that persons with disabilities or other accommodation needs can access them.
 - Encourage workers to clean and disinfect their personal work environments more often (e.g., provide disinfecting wipes).
 - Promote physical distancing (keeping a distance of 2 metres from others), and create physical barriers (e.g. plexiglass windows) when physical distancing is not possible.
 - Involve your health and safety committee, if you have one, or a representative when assessing workplace risks, and when determining appropriate personal protective equipment (PPE) and training.

Signage for the workplace

- Handwashing <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>
- Physical (social) distancing <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/social-distancing/physical-distancing-eng.pdf>
- Non-medical mask face covering <https://www.canada.ca/content/dam/hc-sc/documents/services/publications/diseases-and-conditions/covid-19-safely-use-non-medical-mask-face-covering/covid-19-safely-use-non-medical-mask-face-covering-en.pdf>

Further information on personal practices from the Public Health Agency of Canada

- Public health measures and good hygiene <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html#p>
- Taking care of your mental and physical health during the COVID-19 pandemic <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/mental-health.html>
- Cleaning and disinfecting public spaces during COVID-19 <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>
- Vulnerable populations and COVID-19 <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/vulnerable-populations-covid-19.html>
- People who are at high risk for severe illness from COVID-19 <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/people-high-risk-for-severe-illness-covid-19.html>



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- How to isolate at home when you may have COVID-19 <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-how-to-isolate-at-home.html>
- How to quarantine (self-isolate) at home when you may have been exposed to COVID-19 and have no symptoms <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/coronavirus-disease-covid-19-how-to-self-isolate-home-exposed-no-symptoms.html>

Provide mental health support to all workers, including access to an employee assistance program (EAP) if available.



For further information on COVID-19, refer to the Public Health Agency of Canada <https://www.canada.ca/coronavirus>

Note that this guidance is just some of the adjustments organizations can make during a pandemic. Adapt this list by adding your own good practices and policies to meet your organization's specific needs.