

# Infrastructure Health and Safety Association Guidance on End of Shift Best Practices 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 reopen 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](#)
- [employers' responsibilities](#)

## Best practices

**Recognize hazards and assess risks:** The first step to controlling risks in a workplace is to identify the 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](#).

The virus could exist on surfaces such as hands and clothes, as well as personal items like lunch boxes, thermoses, safety glasses, etc. There is the potential of viral particles transferring from the workplace to your vehicle to your home. For example, viral particles could transfer from a surface at work to the steering wheel of your vehicle to the door handle of your home.

Advise workers not to report to work if they are exhibiting any of the COVID-19 symptoms.

### **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, it is recommended that employers and business owners conduct a risk assessment to determine the most appropriate controls and actions for a particular workplace/situation. Reference the [IHSA's guide](#) on the risk assessment process to help facilitate this and review [Sample 1](#), [Sample 2](#) for examples.

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

In addition to the above recommendations, employers should determine whether personal protective equipment (PPE)\* needs to be part of their hazard control plan. The need for PPE should be based on a risk assessment taking into account environmental conditions and also take into consideration input from the local public health unit. Although proper use of PPE can help prevent some exposures, it should not take the place of other control measures.

- Workers must use personal protective equipment as required by their employer.
- Workers should be trained on the proper use, care and limitations of any required PPE.

\*NOTE: Please be reminded that most face coverings (non-medical masks) have not been tested to a known standard and do not constitute PPE. In some circumstances, face coverings

For more information, visit: [ihsa.ca/COVID-19](https://ihsa.ca/COVID-19)

may be used as an effective means of source control, but should not be viewed as an appropriate substitute for physical distancing in the workplace.

**1. Maintain physical distancing.** Physical distancing means maintaining a distance of at least 2 metres (6 feet) between persons. By maintaining physical distancing, you are less likely to be exposed to a respiratory virus.

**2. Site entrance and exit points:**

- Monitor site access/exit points to enable physical distancing – you may need to change the number of access/exit points, either increase to reduce congestion or decrease to enable monitoring.
- Introduce staggered finish times to reduce congestion exiting the workplace and contact at all times.
- Remove or disable exit systems that require skin contact (e.g. fingerprint scanners).
- Allow plenty of space (two metres) between people waiting to exit the site.

**3. Tips for ending the shift:**

- At the conclusion of the work shift before workers leave the worksite, be sure to inquire if they have been experiencing any flu-like symptoms (cough, sore throat, nasal congestion) or have a fever.
- Require all workers to wash their hands with soap and water for at least 20 seconds before leaving the site.
- Regularly clean common contact surfaces in reception, office, access control, and delivery areas (e.g. scanners, turnstiles, screens, telephone handsets, and desks), particularly during peak flow times like the start and end of shifts.
- Recommend all workers drive to and from work individually to avoid close contact in a shared vehicle.
- Recommend all workers source other means of transportation to avoid public transit (e.g. cycle, walk).
- Make sure all workers have appropriately removed and stored or disposed of any used PPE.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.
- Recommend all workers change clothes in the same location at home each day to avoid exposure of work apparel to multiple areas within your home (bedding, furniture, couch etc.).
- Advise workers to remove work clothes and place them in a bag to keep separate then wash with detergent prior to re-use.
- Remind workers to limit the amount of face-to-face contact with others while off-duty and always avoid physical contact with people who have flu-like symptoms.

**4. Practice good hygiene.** Health Canada recommends following these basic hygiene practices:

- Wash hands frequently with soap and water for at least 20 seconds.

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- If using hand sanitizers, they must be alcohol based (with greater than 60% alcohol) to be effective.
- Sneeze or cough into your sleeve or shirt, or into a tissue and discard it immediately

### **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.

Continuously monitor the necessary tools, supplies, and equipment needed to meet your control measures. Ensure sufficient supplies are readily available, adequate, and accessible. For example:

- Hand soap
- Disinfectant wipes
- Plastic bags

## Resources

Stay updated with daily government updates:

- [Government of Ontario](#)
- [Government of Canada](#)
- [Public Health Ontario](#)

### **Ontario government and agency-issued resources about COVID-19**

Develop your COVID-19 workplace safety plan: Learn how you can create a plan to help protect your workers and others from novel coronavirus 2019 (COVID-19).

#### [Workplace Safety Plan](#)

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

For more information, visit: [ihsa.ca/COVID-19](https://ihsa.ca/COVID-19)

- synopsis of key articles updating on the latest findings related to the virus
- recommendations for use of personal protective equipment
- information on infection prevention and control
- testing information
- other public resources

### **Other COVID-19 resources**

[Health Canada](#) outlines the actions being taken by the Government of Canada to limit spread of the virus, as well as what is happening in provinces and communities across the country. It also maintains a live update of the number of cases by province.

The [World Health Organization](#) is updating the latest guidance and information related to the global outbreak and spread beyond Canadian borders.

It also provides the most up-to-date information on:

- current research and development around the virus
- a COVID-19 situation “dashboard”
- emergency preparedness measures
- live media updates on the spread of the virus

This resource does not replace the *Occupational Health and Safety Act* (OHSA) and its regulations, and should not be used as or considered legal advice. Health and safety inspectors apply the law based on the facts in the workplace.