

To: Workplaces in Leeds, Grenville and Lanark region
From: Leeds, Grenville & Lanark District Health Unit (LGLDHU)
Date: Wednesday, September 30, 2020
Subject: Notice to Workplaces re: COVID-19

As we navigate the second wave of the COVID-19 Pandemic, it is critical for workplaces to have plans in place to protect their employees and customers from COVID-19. New direction from the province requires employers to screen all workers or essential visitors prior to entering the work environment. A screening tool for workplaces can be accessed at:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace_screening_to ol_guidance.pdf

The following actions will help prevent the spread of COVID-19 throughout your workplace:

- Screen workers before entry into the workplace.
- Support people with symptoms to self-isolate. Sick employees should not be in the workplace.
- Ensure people maintain a physical distance of 2 metres, even while wearing a face covering/mask.
- Disinfect surfaces and objects regularly.
- Support hand hygiene, particularly hand washing with soap and water for at least 20 seconds.
- Remind workers about good cough and sneeze etiquette and to avoid touching their face.
- Work with the local Public Health Unit if any workers have COVID-19 or are exposed to someone with COVID-19.

Workplaces should perform their own risk assessment and follow site specific recommendations. [Here are resources to prevent COVID-19 in the workplace.](#)

Should a positive case be identified in your workplace it is important to have a system in place so you can provide information about which people had close interactions with an individual who has tested positive. This information will help speed up contact tracing completed by Public Health. **Please note your workplace is not expected to reach out to possible contacts; this is the role of Public Health. We will assess an individuals risk and provide advice on next steps, including self-isolation, who should get tested and the appropriate timeline for testing and information about self-isolation.** The following information will be required:

- Date and approximate length and frequency of interaction.
- Full names.
- Contact telephone numbers.
- Addresses (for workers) or the name of the visitor's business.

Together we can reduce the impact of COVID-19 on your workplace and the community.