

COVID-19 Workplace Information

This fact sheet is intended to help workplaces implement COVID-19 response requirements. A [list of critical public services and allowable businesses](#) can be found on the Government of Saskatchewan website. If you have questions or concerns about the list, contact supportforbusiness@gov.sk.ca or telephone at 1-844-800-8688.

In workplaces, as with all cases, Saskatchewan Health Authority public health professionals follow up on presumptive and confirmed cases, including identifying possible contacts.

For further information on COVID-19, visit the [Government of Saskatchewan COVID-19](#) website.

General Workplace Information

- Workplaces are exempt from the restriction on indoor and outdoor gatherings of 30 or more people. Two-metre distancing between individuals in the workplace shall be maintained. If unable to maintain two-metre distancing, other measures such as self-monitoring of personal health or supervision by Infection Prevention and Control or Occupational Health and Safety staff in the workplace shall be applied.
- Operations may need to be altered or postponed to maintain distancing. Where distancing is not possible (i.e. for safety reasons, in transport situations, on essential production lines), staff should wash hands often, and practice good respiratory hygiene (e.g. cover coughs).
- Limit business-related visitors in your workplace to essential services required to run your business. This may include trades people, pest control or compliance officers. Schedule visits when possible to eliminate the need for people to gather in reception room areas.
- Use other means (e.g. conference calls, internet, webex, etc.) to conduct business when possible.
- During transactions, if possible, limit the exchange of papers (e.g. signing contracts or handing delivery notes). If documents must be exchanged, leave them on a clean surface for others to retrieve while maintaining a two-metre distance. Avoid sharing pens and other stationary, and if necessary, disinfect when soiled.

Cleaning, Disinfection and Personal Protective Equipment

- The COVID-19 virus can survive for several days on different surfaces and objects. Frequent cleaning and disinfection is important to prevent spread of the disease.
- Workplaces should implement enhanced environmental cleaning. Commonly touched areas and shared equipment should be cleaned and disinfected at least twice daily, or when visibly soiled.
- If possible, assign workers to a workstation, cubicle, or office and encourage them to refrain from switching to other workstations for the duration of the shift. Discourage workers from sharing phones, desks, offices, and other tools and equipment.
- Commonly touched areas include light switches, door knobs, toilets, taps, handrails, countertops, touch screens/mobile devices and keyboards.
- Clothing and fabric items should be laundered and dried on the highest temperature setting possible. Ensure items are thoroughly dried.

- Cleaning and sanitizing information for public facilities available on the Saskatchewan COVID website applies to workplaces: [COVID19 Environmental Cleaning and Disinfection](#)
- Workplaces should provide employees with resources such as tissues, no-touch trash receptacles, hand soap, alcohol-based hand sanitizers, disinfectants, and disposable towels to promote a safe and hygienic work environment.
- Hand sanitizers should be approved by Health Canada (DIN or NPN number) to ensure they are effective.
- Workplaces requiring the use of personal protective equipment (PPE) should have protocols for donning and doffing PPE as well as instructions for proper used PPE disposal. More information on PPE can be found at [COVID PPE Information](#)

Worker Health

- All workers, especially those in contact with the public, should self-monitor for symptoms and use the self-assessment tool available on the Government of Saskatchewan's website.
- Infection Prevention and Control or Occupational Health and Safety staff in the workplace, where available, can assist in monitoring employee symptoms and provide advice in line with the Provincial Public Health Order.
- Workplaces are encouraged to have plans in place for increased worker absences due to illness or isolation.
- Workplaces should have a workplace illness policy. If policies do not exist or are not in line with COVID-19 recommendations, workplaces should ensure the following:
 - Sick employees should stay home or be sent home from work;
 - For employees housed in workplace accommodations (i.e. work camps) ill employees should be confined to their room while ill until cleared for re-entry into the workforce;
 - The Government of Saskatchewan provides [an online COVID19 self-assessment screening tool](#) to help determine if illness may be COVID-19. The tool provides ill workers with next steps depending on responses;
 - If an employee has gone home sick from the workplace, their work areas should be cleaned and disinfected.

Specific Information for Certain Types of Work

Delivery and Mail

- Workers who handle mail, deliveries, and shipments do not need special protection at this time, but (as with all employees) should follow frequent hand hygiene and other precautions listed below.
- Workers delivering products to businesses, receiving facilities, private homes etc. should minimize contact wherever possible, including contactless drop off.
- Delivery and transport vehicles and carrying conveyances should be cleaned and disinfected regularly.

Workplace Food and Accommodations (Including Work Camps)

- Where workplaces provide meals to employees, including cafeterias and work camps, meal service in common eating areas should occur on a rotation to minimize the number of people in the room, and social distancing should be practiced when seating. Food service staff shall serve food and common touch items should be removed.

- Lunchrooms and break rooms should be arranged to follow social distancing practices. Consider staggered lunch and break times to reduce employee gathering numbers.
- Where workplaces provide accommodations (such as work camps), shared facilities such as workout facilities, common rooms, games rooms, etc. must follow the mitigation measures specific to the type of facility as per the current Re-Open Saskatchewan Plan.
- Work camps must follow public health guidance related to specific facilities available at the camp and should consider developing a COVID response plan to capture procedures related to mitigation measures, and case and outbreak response.
 - This would include minimizing local off-camp interactions if cases are identified in camp or local community and closing non-essential shared facilities (i.e. gyms, lounges, etc.)
- Essential shared facilities such as telephone/computers, washrooms, and laundry rooms should receive increased cleaning and disinfection.

Transportation

- Public transportation, including paratransit, should increase frequency of cleaning and disinfecting public contact areas. Patrons should be encouraged to practice two-metre separation.
- Taxi and rideshare drivers should carry passengers in back seats only. Only one fare at a time. As much as possible, passengers should practice social distancing within the vehicle. Consider installing a shield or Plexiglas barrier between front and back seats, or around the driver.
- Limit contact with passengers. Direct passengers to load luggage, preferably in the trunk of the vehicle rather than on seats.
- Encourage passengers to use payment methods such as credit cards to limit cash handling.
- Plan to clean and disinfect taxi/ride share vehicle as often as possible and pay close attention to surfaces frequently touched by passengers, such as door handles, arm rests, seatbelts, and buttons for windows and locks.
- Air circulation should be not re-circulating but if a passenger is being transported to or from a health care setting and/or is displaying respiratory symptoms, keep the windows of the vehicle open.
- Consider placing signage with information on proper respiratory etiquette and hand hygiene in the vehicle where it is clearly visible to passengers.
- Carpooling or ride sharing to work should be discontinued wherever possible. If carpooling must occur, social distancing should be maintained as much as possible. This may include having people sit in the back.
- In situations where it is impossible to maintain a two-metre distance between workers in a vehicle, the following adaptations must be made:
 - Encourage the same workers to ride in the same company vehicle every shift.
 - If possible, workers should occupy the same seats in a vehicle for the entire shift (e.g. the driver shouldn't change during the shift).
 - Workers should avoid physical contact and avoid sharing materials or equipment.
 - Vehicles should be frequently cleaned and disinfected with an approved disinfectant during the shift and between each shift. Commonly touched surfaces such as the steering wheel, dashboard, interior and exterior door handles, interior mirror, and any other surface should be thoroughly cleaned and disinfected.

Retail and Customer-based Workplaces

- Retail and other customer-based workplaces that remain open should modify their operations to implement social distancing requirements. This may include direction for customers on distancing in lines, limiting number of patrons in the store, messaging at frequent intervals over loudspeakers reminding patrons to maintain distancing, etc.
- Stores with bulk food items for sale are advised to use staff to distribute/bag items for clients and increase environmental cleaning. This includes bulk foods, self-serve water vendors, self-serve beverages, etc.

Hotels and Motels with Guests Self-Isolating in Rooms

- Regular housekeeping services should not be provided to rooms where individuals are isolating. Advise staff to leave linens, toiletries, cleaning supplies including garbage bags, and food/meals outside the door. Staff are advised not to enter rooms.
- Staff should wear disposable gloves and wash hands after handling soiled items from rooms (linens, tableware, garbage bags, etc.)
- Launder any removable linens, cloth, and plush items in mechanical laundry machines at the hottest setting possible.
- Steam cleaning can be used for areas which are likely to be contaminated but cannot be laundered (ex. plush chairs).
- Properly wash and sanitize any reusable glassware or dishes in rooms between guests (in commercial dishwasher) or provide disposable dishes and utensils in rooms.
- If possible, isolate guests in rooms with an independent HVAC unit.
- Guests who are in isolation should not enter common areas of the hotel.
- After guests have left an isolation room, designated staff should thoroughly clean and disinfect potentially contaminated surfaces with an approved disinfectant, and launder all cloth items.
- Hotel management should stay up-to-date on any travel advisories or isolation recommendations so that current advice can be given to staff and guests <https://travel.gc.ca/travelling/health-safety/travel-health-notice>
- Once guests have left an isolation room, complete thorough environmental cleaning on hard surfaces. See [COVID19 Environmental Cleaning and Disinfection](#)

Employees

- Practice social distancing at work
 - Avoid handshakes and any other physical contact with others;
 - Remain two-metres apart from others whenever possible.
- Follow proper hand hygiene and respiratory etiquette including:
 - Wash your hands often with soap and water. Scrub for 20 seconds.
 - Use hand sanitizer when hands are not visibly dirty and handwashing is not available.
 - Only use hand sanitizer approved by Health Canada (DIN or NPN number).
 - Avoid touching your face, mouth, nose and eyes.
 - Cover your coughs and sneezes, and then wash hands with soap and water.