

# COVID-19

## EXPOSURE CONTROL PLAN

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Company Name

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Plan Owner

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Implementation Date

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Revision Date



# PLAN REVIEW

This Plan has been reviewed\* to assess new risks or changes to regulatory guidelines.  
Ensure that the ECP has been reviewed by the Occupational Health and Safety  
Committee, OHS Rep, or worker representatives.

\*monthly review recommended

<div>Name</div>	<div>Date</div>	<div>Name</div>	<div>Date</div>
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## PLAN PURPOSE

Having an Exposure Control Plan in place is a requirement for businesses in the Northwest Territories prior to re-opening to the public at the appropriate stage of the Emerging Wisely plan. The purpose of an Exposure Control Plan is to:

- Determine the risk to workers of exposure to the virus;
- Inform workers of their risk to exposure to the virus at the worksite; and
- Outline how the employer and employees will manage to eliminate or mitigate those risks.

Employers do not need approval from the WSCC to reopen once the Office of the Chief Public Health Officer has lifted business restrictions. However, employers must have Exposure Control Plans in place before they re-open to make sure that they are able to operate their business safely. The ECP will need to be made available during inspections or if a complaint is made and an investigation is pursued a regulatory body. A Workplace Risk Assessment must be completed by employers as part of the Exposure Control Plan. Each employee must also complete a Worker Hazard Assessment (both forms are appended).

# ABOUT COVID-19

## What is coronavirus disease COVID-19?

- Human coronaviruses are common and are typically associated with mild illnesses, like the common cold.
- The new coronavirus disease (COVID-19) is caused by a virus producing mild to severe respiratory infections.
- On March 11, 2020, the World Health Organization declared COVID-19 a pandemic. It is important to prepare for the likelihood that the virus will spread further.
- Currently there are no vaccines or known treatments for COVID-19.

## How does COVID-19 spread?

- Like the flu, COVID-19 can spread from person to person. Human coronaviruses cause infections of the nose, throat, and lungs. They are mostly spread from an infected person through:
  - coughing, sneezing or talking, which can send respiratory droplets containing the virus;
  - sharing food cups, glasses, dishes, and cutlery;
  - close, personal contact;
  - touching something with the virus on it (e.g. doorknobs, cell phones, elevator buttons, light switches, taps, toilets, toys, remote controls), and then touching your mouth, nose or eyes before washing your hands; and
  - in rare circumstances, they have found the virus in stool.

## What are the signs and symptoms of COVID-19?

- Most people (80%) with COVID-19 have mild symptoms and recover without needing special treatment. Symptoms may take up to 14 days to appear after exposure.
- Most people with COVID-19 are experiencing these symptoms:
  - Fever
  - New or worsening cough
  - Shortness of breath
- Other symptoms those with COVID-19 have had are:
  - Generally feeling unwell
  - Muscle aches
  - Fatigue
  - Sore throat
  - Runny nose
  - Headache
  - Diarrhea
  - Vomiting
  - Loss of smell/taste
  - Muscle aches
  - Loss appetite

## What are the best practices for workers to reduce exposure to COVID-19 in the workplace?

- Clean high touch surface frequently;
- Cough or sneeze into a tissue of your elbow;
- Keep distance of at least 2 metres from others;
- Wear a non-medical mask when keeping distance of 2 metres is not possible;
- Stay home if you have any symptoms of COVID-19 and take the NWT Online COVID-19 Self Assessment Tool of call 811; and
- Wash your hands frequently with soap and water.

## EFFECTIVE RISK MITIGATION

The best prevention controls in a workplace are achieved by first focusing on physical distancing and taking every reasonable step to restructure physical settings to increase space between people. Once you have exhausted all reasonable options in this category, move to the next stage and conduct the same exercise, and so on until PPE is a final step, if required.

**Physical Distancing:** Restructure physical settings and responsibilities to adhere to the minimum 2 metre requirement (increase space between people or reduce the number of people within a space at a given time). In addition, wherever possible, give employees the option to work or access businesses and other settings from home.

**Engineering Controls:** Create physical barriers between people when physical distancing is not possible or increase ventilation.

**Administrative Controls:** Redistribute responsibilities to reduce contact between people, using technology for communication.

**PPE:** Have employees wear medical PPE for health-care settings, when required, and non-medical cloth face coverings to protect others where necessary.

**IPAC:** Enforce hand hygiene. Increase disinfection of high-touch surfaces and other common areas such as washrooms. Hands should be washed frequently with soap and warm water for a minimum of 20 seconds and dried with paper towel. Use alcohol based sanitizer or wipes with minimum 60% alcohol content where hand washing is not possible.

# INVESTIGATING AN INCIDENT OF COVID-19 IN THE WORKPLACE

1. Develop an internal incident reporting process for the investigation and documentation of an incident of COVID-19 in the workplace in a manner that protects the confidentiality of an exposed worker. Investigation should include identifying the route of exposure and understanding the circumstances in which the exposure occurred.
2. Review the Exposure Control Plan with employees immediately after an incident to identify gaps and modify the Plan to reduce the risk of additional exposure.

# COVID-19 OPERATIONAL ACTIONS

Action Items	Details of Implementation (PPE Specifics, Frequency, Policy Name, Process, etc...)	How is it communicated? (Poster, Training, Verbal Notice, etc...)
Complete a COVID-19 Workplace Risk Assessment to determine COVID-19 risk, and keep on hand  <a href="https://www.wsc.ca/health-safety/covid-19/forms">https://www.wsc.ca/health-safety/covid-19/forms</a>		
Complete a COVID-19 Worker Hazard Assessment, and keep on hand		
Watch WSCC Webinar <a href="https://www.wsc.ca/health-safety/covid-19/forms">https://www.wsc.ca/health-safety/covid-19/forms</a>		
Prepare or obtain disinfectant user guide  <a href="https://www.gov.nt.ca/covid-19/en/how-use-bleach-disinfectant">https://www.gov.nt.ca/covid-19/en/how-use-bleach-disinfectant</a>		
Develop enhanced cleaning checklist  <a href="https://www.gov.nt.ca/covid-19/en/enhanced-cleaning-checklist-0">https://www.gov.nt.ca/covid-19/en/enhanced-cleaning-checklist-0</a>		

## Physical Distancing

Implement a two-metre physical distance protocol.

- Consider both employees and visitors/customers.
- Arrange furniture to promote the two-metre rule.
- Provide visual cues (ensure two-metre markings on floor, directional movement for patrons, no-stopping areas in narrow hallways, etc.).
- Determine if installation of physical barriers such as partitions or Plexiglass is feasible., if physical distancing is not possible.

# COVID-19 OPERATIONAL ACTIONS

Action Items	Details of Implementation (PPE Specifics, Frequency, Policy Name, Process, etc...)	How is it communicated? (Poster, Training, Verbal Notice, etc...)
Establish a written protocol (administrative control) to ensure people don't congregate in groups (stagger start and break times, virtual rather than in-person meetings, limit access to common areas, etc.).		
Evaluate options to reduce staff onsite, such as having some staff work from home, changing shift times and, implementing flexible work hours.		
Complete a COVID-19 Workplace Risk Assessment to determine the engineering, administrative controls and/or PPE controls necessary to mitigate the risk of COVID-19 exposure and determine necessary training (e.g. review new procedures, cleaning techniques, etc...)		
Evaluate the risk of employees coming closer than two metres in all parts of the facility. Stairwells, entry and exit points and narrow hallways can present a challenge. Consider implementing one-way traffic zones where possible (one stairwell for walking up, a different one for walking down).		
<b>Hand and Respiratory Hygiene</b>		
Promote proper frequent handwashing  <a href="https://www.gov.nt.ca/covid-19/en/services/prevention/wash-your-hands">https://www.gov.nt.ca/covid-19/en/services/prevention/wash-your-hands</a>		
Have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel and a garbage receptacle to dispose of paper towel.		
Have minimum 60%-alcohol hand sanitizer readily available		



# COVID-19 OPERATIONAL ACTIONS

Action Items	Details of Implementation (PPE Specifics, Frequency, Policy Name, Process, etc...)	How is it communicated? (Poster, Training, Verbal Notice, etc...)
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Evaluate the workplace for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily).

## Screening and Monitoring

Determine if your workplace must implement a passive or active screening process.

Prepare for the possibility that an employee tests positive for COVID-19 and may have been in the workplace. Inform your employees of the procedures to be followed.

## Receiving Payment

Use electronic payment devices (if possible). We encourage you to use the tap option, disposable plastic wrap replaced after each use, or clean devices after each use.

If you must handle money, ensure regular handwashing and have minimum 60% alcohol-based hand sanitizer readily available.

## Cleaning and Disinfection

Ensure availability of all necessary supplies for cleaning and disinfecting.

# COVID-19 OPERATIONAL ACTIONS

Action Items	Details of Implementation (PPE Specifics, Frequency, Policy Name, Process, etc...)	How is it communicated? (Poster, Training, Verbal Notice, etc...)
<p>Washrooms</p> <ul style="list-style-type: none"> <li>• Equip with hot and cold running water under pressure, liquid soap, paper towel, toilet paper and garbage containers where possible (see <a href="#">OHS Regulation 75 &amp; 76</a>)</li> <li>• Handwashing posters must be posted.</li> <li>• If multiple stalls and sinks are provided in washrooms, consider whether you need to limit access through maximum numbers allowed in the space at one time.</li> </ul>		
<b>Additional Considerations</b>		
Use non-medical face coverings for employees, and encourage their use by clients and visitors where possible to minimize the risk of transmitting COVID-19.		
Develop procedures for selection, use, decontamination (if applicable), storage, handling, limitations, inspection requirements, change-out requirements and employee training, if coverings are used.		
Consider implementing a plan for persons showing signs of COVID-19 in the workplace. Keep the person isolated until they leave the premises to avoid contaminating others. The individual should be referred to 811 or the <a href="#">Online NWT COVID-19 Self Assessment Tool</a> and follow the advice of Public Health.		
Have handwashing stations readily available and equipped with running hot/cold water and adequate soap and paper towel		
Provide mental health support to all workers, including access to an employee assistance program (EAP), if available, and information on public health supports.		

# COVID-19 OPERATIONAL ACTIONS

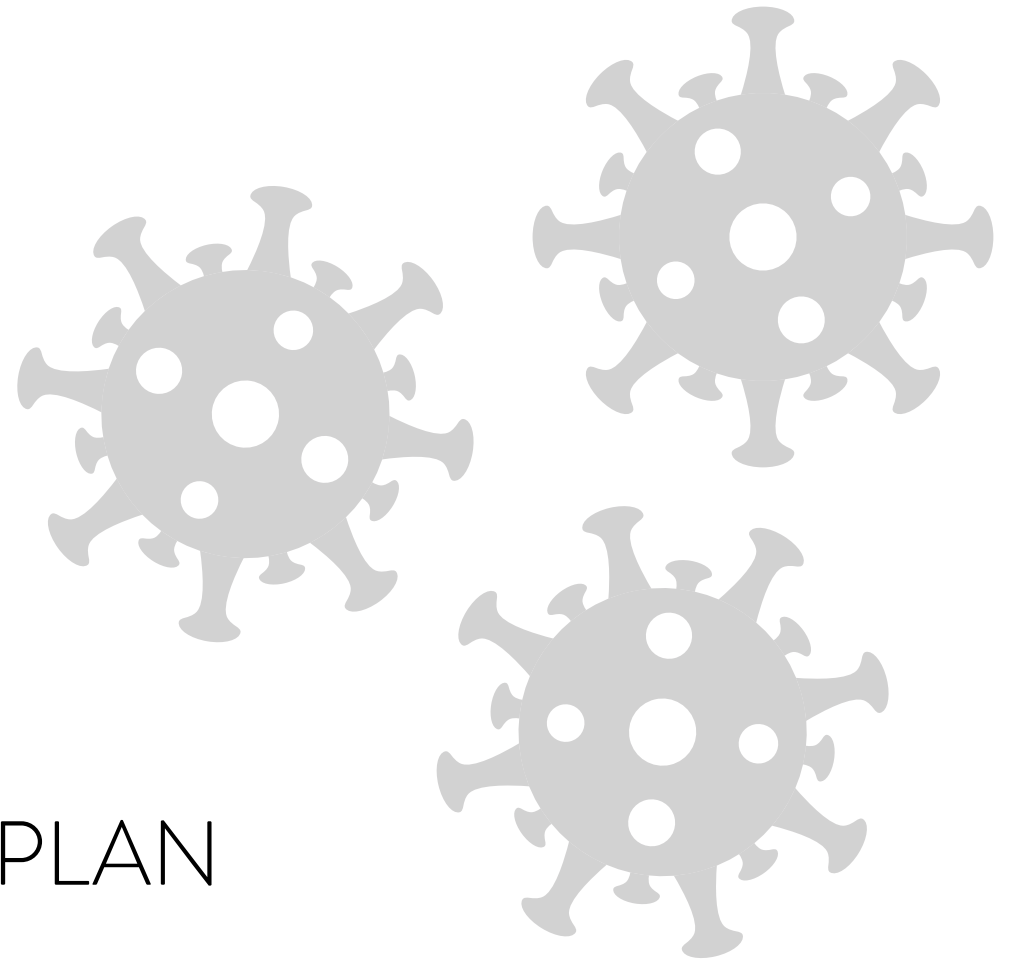
Action Items	Details of Implementation (PPE Specifics, Frequency, Policy Name, Process, etc...)	How is it communicated? (Poster, Training, Verbal Notice, etc...)
<i>If your workplace cannot ensure minimal interaction of people within two metres of each other, consider the following measures:</i>		
Where feasible, install physical barriers (clear plastic guard, cubicle walls of appropriate design, curtains).		
<p>If physical barriers are not possible:</p> <ul style="list-style-type: none"> <li>• Implement active screening processes;</li> <li>• Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.</li> </ul>		
<p>Provide PPE such as:</p> <ul style="list-style-type: none"> <li>• Hand protection (nitrile, rubber or latex gloves);</li> <li>• Eye protection (safety glasses, goggles or face shield);</li> <li>• Other PPE as determined necessary through the risk assessment</li> </ul>		
In areas/rooms where minimal interaction of people within two metres of each other is not possible, maintain a visitor and employee log. This must be made available to Public Health for contact tracing purposes if it's identified that a person who tested positive for COVID-19 was present in that area.		

# COVID-19 EXPOSURE CONTROL PLAN EVALUATION

Short Term Evaluation/ Actions:	Long Term Evaluation/ Actions:
<i>Short term actions could be controls discussed at staff meetings or regular intervals.</i>	<i>Long term actions could be actions implemented in longer intervals (every two or three months), following staff debriefs to determine if amendments or changes need to be made to the ECP to keep with latest Public Health directives or WSCC requirements.</i>

# COVID-19 EXPOSURE CONTROL PLAN EVALUATION

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# COVID-19

## EXPOSURE CONTROL PLAN

*Appendix - Forms and Resources*



*Yellowknife*  
**CHAMBER**

## COVID-19 Workplace Risk Assessment

Employers can use this tool to identify where, how, and how often workers may be exposed to COVID-19 in the workplace. Everyone must follow Public Health directives.

The COVID-19 virus spreads from **person to person** and from **contaminated surface to person**.

- The higher the chance for exposure, the higher the risk to the workers.
- To determine risk, look at how likely it is that workers could come into contact with people who have the virus, or with the surfaces and items that infected people may have touched.

Review your work processes with the Joint Occupational Health and Safety (OHS) Committee, Safety Representative, and workers. Consider the following to see how workers could be exposed during work:

- The layout of your workspaces, including publicly accessible areas such as elevators, lobbies, aisles, and common entryways.
- The facilities available at the worksite, including washrooms, high touch areas, and hand-sanitizing stations.
- The type of business you have and the services you provide.
- How workers perform their work tasks.
- The people workers may come into contact with through their work, including other workers, suppliers, clients and customers, or the general public.
- Workers who may be more vulnerable to the effects of COVID-19.

This is a tool for employers. The Workplace Risk Assessment is part of your health and safety program and your Exposure Control Plan that you must share with workers.

Review and update as circumstances change or new hazards and risks are identified.

To have an OHS Inspector assist you with your risk assessment, please email [Covid-19@wscc.nt.ca](mailto:Covid-19@wscc.nt.ca) for the Northwest Territories, and [Covid-19@wscc.nu.ca](mailto:Covid-19@wscc.nu.ca) for Nunavut.

## COVID-19 Workplace Risk Assessment

### Occupational Risk Levels for COVID-19

Close contact means closer than 2 meters.


Exposure Risk Level	Sample occupations
<input type="checkbox"/> <b>Very High</b>	Jobs that have significant exposure to the virus through direct contact: healthcare workers, and laboratory personnel who work with COVID-19 specimens.
<input type="checkbox"/> <b>High</b>	Jobs that do not have direct exposure, but do require that workers be in the same room as infected people: healthcare delivery, clinical support workers, and medical transport workers.
<input type="checkbox"/> <b>Medium</b>	Jobs that require close contact with people who may be infected: taxi drivers, group home and daycare workers, hairdressers.
<input type="checkbox"/> <b>Lower Risk</b>	Jobs that do not require close contact with others where workers can always maintain a 2-meter distance from coworkers, clients, and the general public: Office workers, land surveyors, dispatch operators.

### Hazard Control Measures

Use one or a combination of these control measures to reduce the risk of exposure to COVID-19.

See WSCC web page [COVID-19 Resources](#) for information on:

- COVID-19 control measures
- general safety precautions
- what protection do you need
- where, when, and how to use a mask

 <p>Most Effective</p> <p>Least Effective</p>	<input type="checkbox"/> <b>Eliminate the hazard:</b> This removes the task, equipment, chemical, or act that is causing the hazard. For COVID-19, this means eliminating any chance for person to person or surface to person contact. For example, working from home.
	<input type="checkbox"/> <b>Substitution:</b> Replace the work process, person, substance, tool or equipment with a less hazardous one. For example, change how workers interact with customers and clients.
	<input type="checkbox"/> <b>Engineering:</b> Design the work site, equipment, or process to minimize exposure to the hazard. For example, install a barrier between people, install no-touch hand sanitizing stations, and increase air flow in the workspace.
	<input type="checkbox"/> <b>Administration:</b> Use safe work practices to limit workers' exposure to the hazard. For example, limit number of people at the site, begin or increase disinfecting schedules, screen workers and clients before the work starts.
	<input type="checkbox"/> <b>Personal Protective Equipment:</b> The last resort to protect a worker from exposure to a hazard. For example, surgical masks and fitted respirators, gloves, Tyvek suits.

**You do not need to submit this to WSCC.** Keep at the worksite for reference and review.



## COVID-19 Workplace Risk Assessment

### Hazards and Control Methods

Assessment completed (date):	
Hazard that leads to exposure	Control Method
<b>People who workers come into contact with (coworkers, customers, contractors, suppliers)</b>	
1.	
2.	
3.	
4.	
<b>Equipment (tools, devices, and machines shared with workers or customers)</b>	
5.	
6.	
7.	
8.	
<b>Materials (supplies and products, including disinfectants)</b>	
9.	
10.	
11.	
12.	
<b>Environment (workplace layout-indoor and outdoor, high touch surfaces, ventilation system, washrooms available)</b>	
13.	
14.	
15.	
16.	
17.	

**For each hazard and control, you should be able to answer yes to these questions:**

- ☐ Have you discussed the hazards and controls with the workers?
- ☐ Are the control measures in place?
- ☐ Have you trained workers for these control measures?
- ☐ Have you provided training to workers for how to correctly use and take care of PPE?
- ☐ Have you trained workers on sanitizing and disinfecting processes?
- ☐ Have you discussed with the workers the reporting procedure for exposure at work?
- ☐ Is this document readily available for reference and review?

### Review and Reassess:

- ☐ Check that the controls are in place.
- ☐ Check how well the control measures work. Use your workplace inspections and get input from workers during safety meetings.
- ☐ If the control does not work, review and revise the control.
- ☐ Make sure you discuss all options with workers.

**You do not need to submit this to WSCC.** Keep at the worksite for reference and review.

## COVID-19 WORKER HAZARD ASSESSMENT

**As a worker, you must perform a hazard assessment at the work site BEFORE WORK BEGINS.**

This assessment (often called a Field Level Hazard Assessment) uses information only available at the work site to identify what at the site can hurt you or make you ill and how you will protect yourself.

The COVID-19 virus spreads from **person to person** and from **contaminated surface to person**. Your employer must put controls in place, including training you on safe work practices that will protect you. Everyone must follow Public Health directives.

See WSCC web page [COVID-19 Resources](#) for information on:

- COVID-19 control measures
- general safety precautions
- what PPE you need
- where, when, and how to use a mask

Worker Name:	Supervisor Name:	Date:
Company:	Occupation/Trade:	Work Site:
<p><b>If you cannot answer all of these questions, do not begin work and bring the concerns to your supervisor.</b></p>		
<p><b>How you will manage for exposure to COVID-19</b></p>		
What is the reporting process if you are exposed at work?		
What work tasks put you at risk?		
How has your employer trained you on the hazards and controls?		
How will you protect yourself at work?		
Are there any situations where the hazard controls might not be fully effective?		
What is the process for sanitizing?		
What is the process and schedule for disinfecting areas and items?		
What are the safe work procedures and practices?		
What PPE are you required to wear?		
What training have you received on the use and care of PPE?		
<input type="checkbox"/> I have reviewed and understand my employer's Workplace Risk Assessment for my workplace. Date reviewed		
<p><b>List further hazards and controls that are not captured in the employer's Workplace Risk Assessment</b></p>		
Hazards that leads to exposure	Control Methods	

- Keep a copy for your records and provide a copy to your supervisor.
- Review regularly, and update when hazards and conditions change.

**You do not need to submit this to WSCC.** Keep at the worksite for reference and review.



# How to use Bleach as a Disinfectant

Disinfecting high touch surfaces in your home is an important step in protecting yourself and others from COVID-19.



Household bleach mixed with water is a great disinfectant as it is effective and inexpensive. Bleach can be mixed into different concentrations for the different surfaces in your home.

Below you will learn how to make the correct bleach solution for your household items and surfaces!



## Low Level Disinfection Solution (100 ppm)

Use to disinfect:

- Children's toys
- Dishes
- Utensils
- Countertops

### How to make a low-level bleach solution:

- ¼ tsp household bleach
- 2 cups of water



## Intermediate Level Disinfection Solution (1000 ppm)

Use to disinfect:

- Toilet seats
- Toilet flush handles
- Change tables
- Light switches
- Door knobs
- Tables
- Faucets
- Sinks

### How to make an intermediate-level bleach solution:

- 4 tsp household bleach
- 4 cups of water



## High-level Disinfection Solution (5000 ppm)

Use to disinfect:

- Large blood spills
- Bodily fluid spills

### How to make a high-level bleach solution:

- ¼ cup household bleach
- 2 ¼ cups of water



## Important Tips!

- Always wear gloves to protect your skin from bleach
- Clean items or surfaces with soap and water before disinfecting with bleach. This removes the dirt and grime.
- Do not keep bleach solutions as they will lose their strength overtime.
- Leave the bleach solution on surfaces for at least 1 minute before wiping away.
- Do not mix bleach with any other chemicals – this can be very dangerous.



Updated: May 8, 2020

# Enhanced Cleaning Checklist

The amount of time COVID-19 can live on surfaces is still unclear, however, evidence suggests that COVID-19 can live up to several days depending on the type of surface. Enhanced cleaning of public spaces and work places can reduce the likelihood of COVID-19 staying on surfaces.

- ☐ Use a damp clean cloth or wet mop (do not dust or dry wipe down).
- ☐ Follow manufacturer's instructions for safe use.
- ☐ Appropriate contact-time with surface to kill germs (as directed by product used).

## High touch surfaces must be frequently disinfected (as applicable):

- |  |   |
|--|---|
| <input type="checkbox"/> Door knobs  | <input type="checkbox"/> Other high touch surfaces: |
| <input type="checkbox"/> Counter tops                                      | <input type="checkbox"/> _____                      |
| <input type="checkbox"/> Electronics (Debit machines, remote controls)     | <input type="checkbox"/> _____                      |
| <input type="checkbox"/> Tables  | <input type="checkbox"/> _____                      |
| <input type="checkbox"/> Handrails   | <input type="checkbox"/> _____                      |
| <input type="checkbox"/> Elevator buttons (or other high touch buttons)    | <input type="checkbox"/> _____                      |
| <input type="checkbox"/> Light switches                                    | <input type="checkbox"/> _____                      |
| <input type="checkbox"/> Handles (faucet, toilet, cabinet, etc.)           | <input type="checkbox"/> _____                      |
| <input type="checkbox"/> High touch equipment                              | <input type="checkbox"/> _____                      |
| <input type="checkbox"/> Personal Protective Equipment (i.e., Face shield) | <input type="checkbox"/> _____                      |

## Once used/contaminated:

- ☐ Disposable cloths or cleaning items are put in garbage bag and disposed of.
- ☐ Re-usable cloths or cleaning items are washed in hot water (60-90 degrees) with regular laundry soap.
- ☐ Wash hands with soap and water or use alcohol-based hand sanitizer after cleaning.

## Supporting Hand Hygiene:

- ☐ Liquid hand soap and paper towel is stocked and available at all sinks.
- ☐ Alcohol-based hand sanitizer (70% alcohol) is available and accessible to staff and clients.
- ☐ Alcohol-based hand sanitizer available at point of care (if applicable).
- ☐ Alcohol-based hand sanitizer containers are full.

Date \_\_\_\_\_ Time of cleaning \_\_\_\_\_

Employee initial \_\_\_\_\_



# How to Choose or Make a Disinfectant

Bleach solutions, quaternary ammonium (QUAT), alcohol (70 per cent) and peroxide are common disinfectants. Vinegar, tea tree oil solutions, etc. are not proven to be effective disinfectants.

## Store bought pre-mixed disinfecting cleaning solutions

- Choose products that both cleans and disinfects. Disinfectant products kill germs on surfaces with chemicals whereas general cleaning products removes germs and dirt but does not guarantee that germs are killed.
- Must be approved hard-surface disinfectant with an 8 number Health Canada Drug Identification Number (DIN).
- Always read and follow manufacturer's instructions for safe use.
- The manufacturer's recommended contact time (i.e. how long the surface remains wet) must be met if using disinfectant wipes. Disinfectant wipes are not recommended for heavily soiled surfaces.

## How to Use Bleach to Make a Disinfectant

Household bleach mixed with water is a great disinfectant as it is effective and inexpensive. Bleach can be mixed into different concentrations for the different surfaces in your home.

Level of Disinfection Solution (ppm)	Low-level (100ppm)	Intermediate (1000 ppm)	High-level (5000 ppm)
Should be used to Disinfect	<ul style="list-style-type: none"><li>• Children's toys</li><li>• Dishes</li><li>• Utensils</li><li>• Countertops</li></ul>	<ul style="list-style-type: none"><li>• Toilet seats</li><li>• Handles</li><li>• Change tables</li><li>• Light switches</li><li>• Door knobs</li><li>• Tables</li><li>• Faucets</li><li>• Sinks</li></ul>	<ul style="list-style-type: none"><li>• Large blood spills</li><li>• Bodily fluid spills</li></ul>
How to Make Solution	<ul style="list-style-type: none"><li>• ¼ tsp household bleach</li><li>• 2 cups of water</li></ul>	<ul style="list-style-type: none"><li>• 4 tsp household bleach</li><li>• 4 cups of water</li></ul>	<ul style="list-style-type: none"><li>• ¼ cup household bleach</li><li>• 2 ¼ cups of water</li></ul>

## Important Tips When Using Bleach

- Always wear gloves to protect your skin from bleach.
- Clean items or surfaces with soap and water before disinfecting with bleach. This removes the dirt and grime. Do not mix soap or other cleaners into bleach and water solutions.
- Do not mix bleach with any other chemicals – this can be very dangerous.
- Do not keep bleach solutions as they will lose their strength overtime.
- Leave the bleach solution on surfaces for at least 1 minute before wiping away.
- Always use appropriate PPE for working with bleach, including protective gloves.

# Viruses and Colds in the Workplace




WSCCNTNU

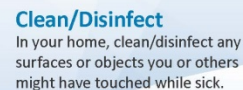
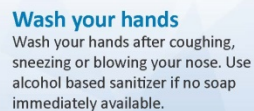
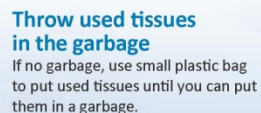
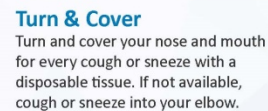
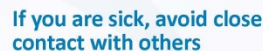
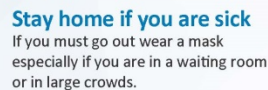


# Viruses and Colds in the Workplace



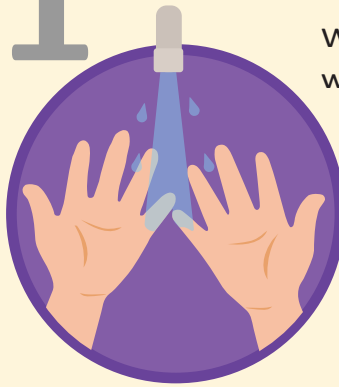
Stop the spread of infections that make you and others sick!

**things you can do to protect yourself and those around you.**



# HANDWASHING

1



Wet hands under warm running water.

2



Rub hands together with soap.

Rub soap between fingers.



3



Rinse hands well under warm running water.

4



Dry hands with paper towel.

6



Turn off running water with paper towel.

5

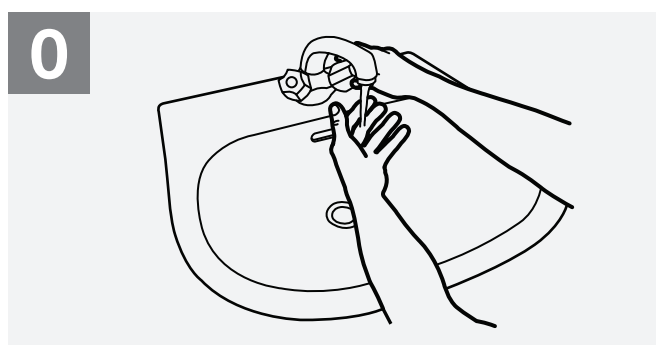




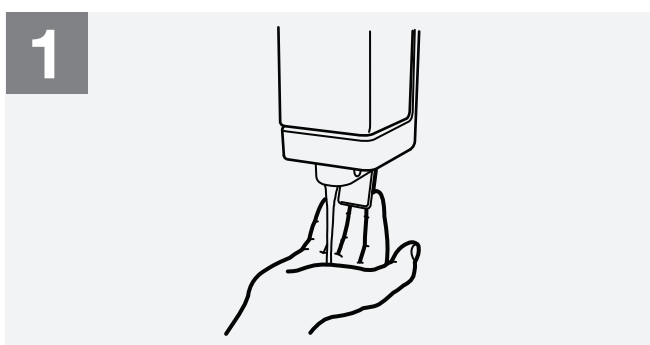
# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

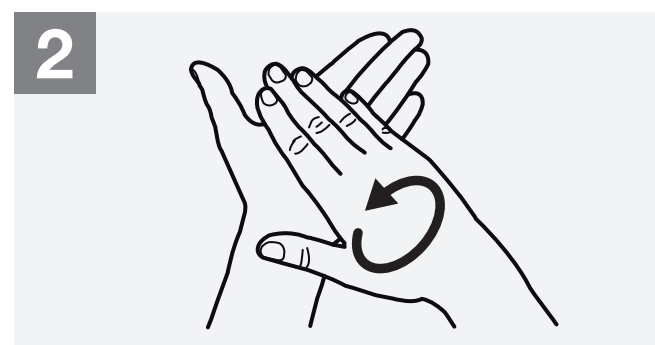
 **Duration of the entire procedure: 40-60 seconds**



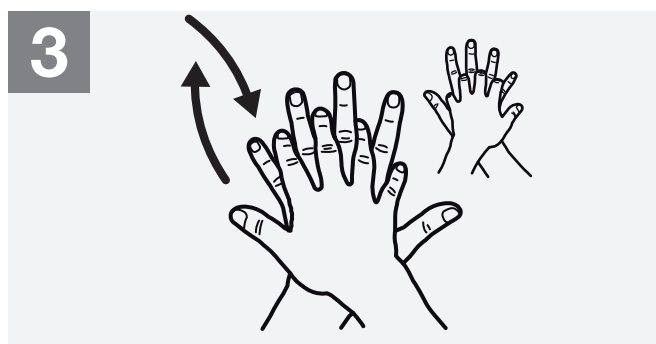
Wet hands with water;



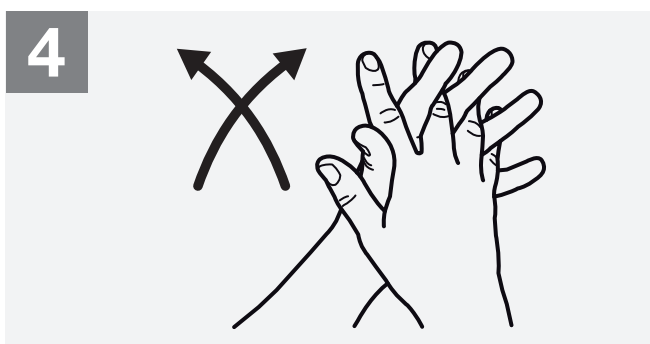
Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



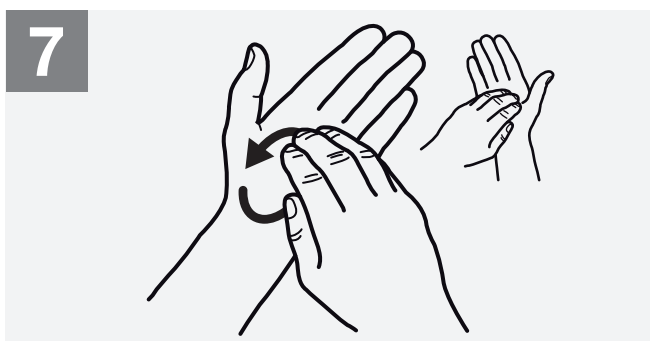
Palm to palm with fingers interlaced;



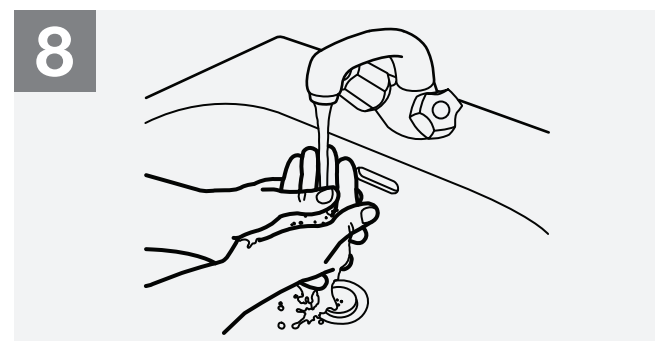
Backs of fingers to opposing palms with fingers interlocked;



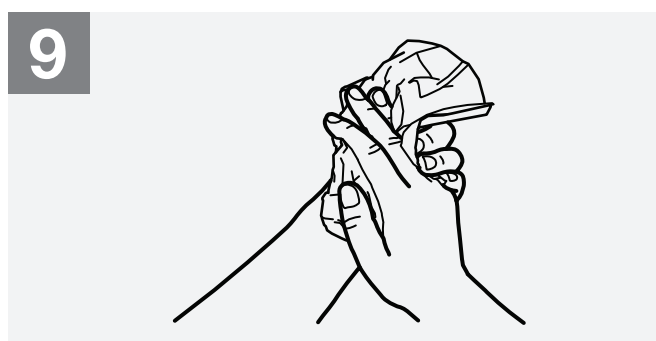
Rotational rubbing of left thumb clasped in right palm and vice versa;



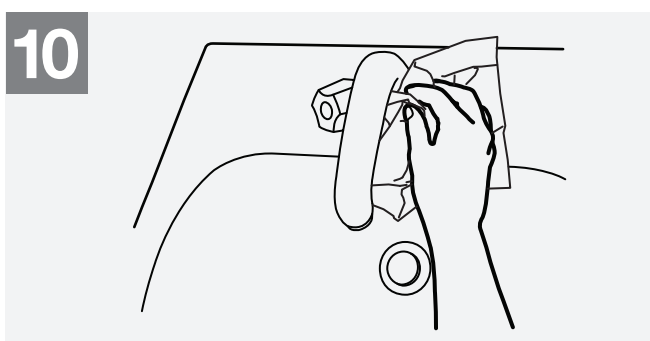
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



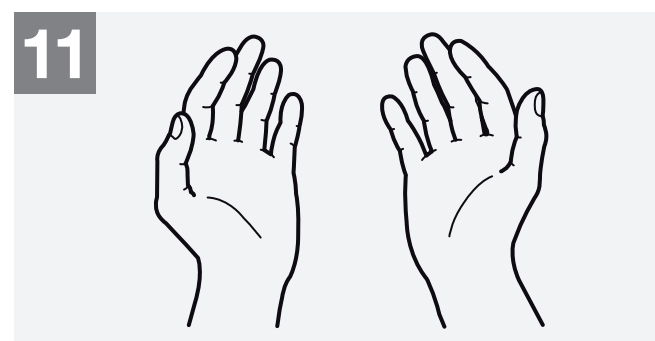
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



**World Health Organization**

**Patient Safety**

A World Alliance for Safer Health Care

**SAVE LIVES**  
Clean Your Hands

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WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

May 2009

## COVID-19 Customer and Client Screening

## Workplaces and workers must follow public health orders

- **NT:** <https://www.gov.nt.ca/covid-19/en/covid-19>
- **NU:** <https://gov.nu.ca/health/information/covid-19-novel-coronavirus>

Use this tool to determine if a customer or client presents a risk of exposing anyone in the workplace to COVID-19.

1. **Screen for risks of exposure to COVID-19** according to your Exposure Control Plan.
2. **Inform the person of rules they must follow:**
  - a. check-in procedure
  - b. use of face coverings
  - c. hand washing or sanitizing
  - d. controlled movement within the space
  - e. check-out procedure
3. **For clients who answer “Yes”, assess the risk and follow your [Exposure Control Plan](#).**

Client's Name:		
Name of person conducting screening:		<input type="checkbox"/> Self-screen
Date and time of screening:	<input type="checkbox"/> Over the phone <input type="checkbox"/> At entry of the business	<input type="checkbox"/> Email (self-screen)
Date and time of service or appointment:		
Service being provided:		
Name of worker performing service:		
Supervisor's name:		
<b>1. Do you have any <a href="#">symptoms</a> of COVID-19 (such as cough, fever, difficulty breathing)?</b>		
<input type="checkbox"/> No – Proceed to 2.	<input type="checkbox"/> Yes – Assess the risk and follow your <a href="#">Exposure Control Plan</a> .	
<b>2. Have you recently travelled out of the Territory?</b>		
<input type="checkbox"/> No – Proceed to 3.	<input type="checkbox"/> Yes – Assess the risk and follow your <a href="#">Exposure Control Plan</a> .	
<b>3. Have you been in close contact with:</b>		
<ul style="list-style-type: none"> <li>• someone confirmed to have COVID-19;</li> <li>• someone who is being investigated for COVID-19;</li> <li>• someone who has <a href="#">symptoms</a> of COVID-19; or,</li> <li>• someone who has recently travelled out of the Territory?</li> </ul>		
<input type="checkbox"/> No – Proceed to 4.	<input type="checkbox"/> Yes – Assess the risk and follow your <a href="#">Exposure Control Plan</a> .	
<b>4. Inform person of rules in place for:</b>		
<input type="checkbox"/> Check-in	<input type="checkbox"/> Hand washing	<input type="checkbox"/> Sanitizing between clients
<input type="checkbox"/> Use of face covering	<input type="checkbox"/> Controlled movement in space	<input type="checkbox"/> Check-out
<b>Other considerations:</b>		

## COVID-19 Worker Screening

### Workplaces and workers must follow public health orders

- **NT:** <https://www.gov.nt.ca/covid-19/en/covid-19>
- **NU:** <https://gov.nu.ca/health/information/covid-19-novel-coronavirus>

Use this form if you need to screen workers before they come to work. You must determine whether the worker presents a risk of exposing anyone at the site to COVID-19.

1. **Screen for risks of exposure to COVID-19** according to your Exposure Control Plan
2. **Inform the worker of safe work procedures they must follow:**
  - a. check in procedure
  - b. use of Personal Protective Equipment (PPE)
  - c. hand washing or hand sanitizing
  - d. cleaning surfaces (before and after use)
  - e. controlled movement within the space
  - f. check out procedure
3. **Keep worker screening information in your files.**

Worker's Name:		
Name of person conducting screening:		<input type="checkbox"/> Self-screen
Date and time of screening:	<input type="checkbox"/> At entry of the business <input type="checkbox"/> Over the phone	<input type="checkbox"/> Email (self-screen)
Supervisor's name:		
<b>1. Does the worker have any <u>symptoms</u> of COVID-19 (such as cough, fever, difficulty breathing)?</b>		
<input type="checkbox"/> No – Proceed to 2.	<input type="checkbox"/> Yes – <b>Assess the risk and follow your <u>Exposure Control Plan</u>.</b> Inform the worker to follow all relevant public health orders.	
<b>2. Has the worker recently travelled out of the Territory?</b>		
<input type="checkbox"/> No – Proceed to 3.	<input type="checkbox"/> Yes – <b>Assess the risk and follow your <u>Exposure Control Plan</u>.</b> Inform the worker to follow all relevant public health orders.	
<b>3. Does the worker work or volunteer at another work place considered to be high risk?</b>		
<input type="checkbox"/> No – Proceed to 4.	<input type="checkbox"/> Yes – <b>Assess the risk</b> to determine additional safety requirements. Proceed to 4.	
<b>4. Has the worker been in close contact with:</b>		
<ul style="list-style-type: none"> <li>• someone confirmed to have COVID-19;</li> <li>• someone who is being investigated for COVID-19;</li> <li>• someone who has <u>symptoms</u> of COVID-19; or,</li> <li>• someone who has recently travelled out of the Territory?</li> </ul>		
<input type="checkbox"/> No – Proceed to 5.	<input type="checkbox"/> Yes – Inform the worker to follow all relevant public health orders.	
<b>5. Has the worker been informed of safe work procedures for:</b>		
<input type="checkbox"/> 2-meter distancing	<input type="checkbox"/> Hand washing or sanitizing	<input type="checkbox"/> Check in/out process
<input type="checkbox"/> Controlled movement in space	<input type="checkbox"/> Cleaning surfaces	<input type="checkbox"/> Use of PPE
<b>Other considerations:</b>		

**You do not need to submit this to WSSCC.**  
 Keep screening information for your records.

## WHEN AND HOW TO WEAR A MASK

Wearing a mask can help to prevent the spread of some respiratory illnesses, but it can also become a source of infection if not worn or discarded properly. When you wear a mask, be sure to **clean your hands before putting the mask on**, and after removing and properly discarding it. Wash hands and frequently with soap and water or alcohol-based hand sanitizer

### Wear a mask if:

- You have symptoms of COVID-19 (i.e., a fever, new or worsening cough, shortness of breath, a general feeling of unease, or being 'under the weather', muscle aches, fatigue, sore throat and runny nose, headache, diarrhea, vomiting or loss of smell) and are around other people.
- You are caring for someone who has COVID-19.
- Unless you have symptoms of COVID-19, there is no clear evidence that wearing a mask will protect you from the virus, however wearing a mask may help protect others around you if you are sick.



### How to wear a mask:

- Before putting on your mask, wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.
- Secure the elastic loops of the mask around your ears. If your mask has strings, tie them securely behind your head.
- Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
- **Do not touch the front of the mask while you wear it.** Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if you accidentally touch your mask.

### How to throw away your mask:

- Do not touch the front of your mask to remove it.
- Remove the elastic loops of the mask from around your ears or untie the strings from behind your head.
- Hold only the loops or strings and place the mask in a garbage bin with a lid.
- Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer after you have discarded your mask.

### More information about masks:

- When a mask becomes damp or humid, replace it with a new mask.
- Do not reuse a single-use mask. Discard your mask when you have finished using it.

For information on use of homemade masks please see

[Health Canada: Considerations in the use of Homemade Masks to Protect against COVID-19](#)

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# When to Use Personal Protection Equipment

## WHY YOU NEED PERSONAL PROTECTIVE EQUIPMENT

The coronavirus causing COVID-19 (SARS-CoV-2) passes easily from a person with infection to another person by:

- Close personal direct contact, for example, shaking hands or kissing.
- Direct contact with respiratory droplets of a sick person who coughs, sneezes, or possibly talks/sings nearby; through sharing food, cups, glasses, dishes, and cutlery. Respiratory droplets can spread up to 2 metres after a person coughs or sneezes.
- Indirect contact, for example, touching something with the virus on it like doorknobs, cellphones or other frequently touched objects, then touching your face before washing your hands.

Most times COVID-19 passes from one person to another when a person is sick and experiencing symptoms. Even people who do not have any symptoms at all can pass the virus to others.

## HOW TO CONTROL THE SPREAD

**Engineering Controls:** The preferred way to isolate workers is to use engineering controls in the workplace. Engineering controls are physical barriers that prevent contact between people. For example, grocery stores have put plastic shields in front of cashiers.

**Administrative Controls:** When it's not possible to physically isolate people from the risk with engineering controls, then we can change the way people work. This could include practices such as increasing hand washing and cleaning schedules, increasing space between workers or changing shifts so there are fewer people working at the same time. This is similar to people being asked to avoid gatherings, stay home and not have any visitors in their homes.

**Personal Protective Equipment:** As a last resort, when it's not possible to avoid the risk of COVID-19 by staying at least 2 metres away from people who do not live in your home or other methods, PPE should be worn. PPE is most necessary in health care settings, and includes face masks, eye protection, gowns, and gloves. Employers are responsible for ensuring that any workers who use PPE receive training around proper wearing, removal, use, and disposal.

## TYPES OF PPE

### Face Masks

There are three types of face masks:

**N95 Respirators** – these masks should only be used in a health care setting by health care professionals doing tasks where there is a higher risk of producing very small infectious particles, or in an industrial setting where people doing essential work routinely use these masks to do their jobs.

**Surgical Masks/Medical Masks** – these masks are used in health care settings and other places where people are close to each other and need to avoid spreading germs from themselves to another person. They stop germs from contacting your nose or mouth, and stop you from passing germs on to other people.

**Non-Medical Masks/Facial Coverings** – The Chief Public Health Officer has recommended that people wear non-medical face masks (i.e. facial coverings) to limit the spread of COVID-19 when they are out in the community. These masks can be made at home with almost any kind of cloth. They cover your mouth and nose. They can stop germs from contacting your nose or mouth and stop you from passing germs on to others, but may not be as effective as medical masks.

### **Eye Protection**

Eye protection is important in some situations where there is a need to protect a person's eyes from another person's respiratory droplets. Eye protection includes facial shields and protective eye wear (not just eyeglasses or sunglasses).

### **Gowns and gloves**

Gowns and gloves can protect the person wearing them from infectious droplets coming in contact with their clothes or hands.

## **ADDITIONAL INFORMATION**

Global demand for PPE is high and supplies are currently limited. That is why it is important for everyone to conserve and extend their current supply of PPE so we can keep our workers and communities healthy and safe. Health care workers on the front lines will always have first priority for allocation of PPE so they remain capable of providing critical health services to the people of the NWT.

**All employers in the NWT who are providing essential services are required to conduct a workplace risk assessment for their employees.** The Workers Safety and Compensation Commission of the NWT provides resources on its website: <https://www.wscc.nt.ca/health-safety/covid-19/forms>. Completing these forms will give you further information with respect to what measures are necessary to protect your workers.

**Employers and workers may also contact the WSCC directly for guidance on usage of PPE and assistance with risk assessments.** To have an OHS Inspector assist with your risk assessment, email [Covid-19@wscc.nt.ca](mailto:Covid-19@wscc.nt.ca) or call Toll-Free: **(800) 661-0792** to speak with an Inspector.

The world is learning more about how COVID-19 spreads all the time. Information and advice about usage and preservation of PPE will be updated by the Public Health Agency of Canada and the Office of the Chief Public Health Officer (OCPHO) in the NWT.

The OCPHO has developed a document that provides additional guidance about [Personal Protective Equipment Use in NWT during the COVID-19 Pandemic](#).

The OCPHO has also developed a video that shows how to wear and care for face masks [https://www.youtube.com/watch?v=Rb1tscZ5\\_YQ](https://www.youtube.com/watch?v=Rb1tscZ5_YQ).