

Employer Role in COVID-19 Management

A new strain of the coronavirus, COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020. The pandemic is evolving rapidly. Hastings Prince Edward Public Health (HPEPH) is working closely with the Public Health Agency of Canada, Public Health Ontario, the Ministry of Health and our community partners to monitor and respond to this situation.

The province of Ontario has created a list of [essential workplaces](#) that can remain open. The restrictions are aimed at further reducing contact between people and stopping the spread of COVID-19. If you have questions about what will be open or impacts to your business or employment, call the Stop the Spread Business Information Line at 1-888-444-3659.

Your role as an employer is to help manage the spread of COVID-19 in our community and is critical to reduce the spread of transmission.

Key Messages for Workplaces

- Direct employees to stay home if they are ill
- Arrange for employees to work from home where possible. Where that is not possible, make accommodations to workplace operations to ensure physical distancing
- Direct all staff to self-monitor for signs of COVID-19 before attending the workplace daily
- Actively screen all employees and vendors upon arrival each day
- Frequent hand washing, use of alcohol-based hand sanitizer (where possible) and cough etiquette among all staff are essential to preventing the spread of infection
- Increasing the frequency of routine cleaning and disinfecting is a best-practice to prevent the spread of COVID-19

How to keep your employees and customers safe

1. Review the [HPEPH Workplace Outbreak Preparedness Checklist](#).

Post signage on entrance doors. [ATTENTION VISITORS](#)

2. Advise employees to monitor their health and to complete a [self-assessment](#) prior to attending the workplace each day. Direct your employees to stay home if they are sick. Direct all ill staff to contact the Hastings Prince Edward Public Health (HPEPH) COVID-19 Information Line at 613-966-5500 or 1-800-267-2803.
3. Actively screen all employees and vendors upon arrival to the workplace each day by having them complete this [self assessment](#). If staff or vendors fail screening, direct them to return home immediately, self-isolate and contact the Hastings Prince Edward Public Health (HPEPH) COVID-19 Information Line at 613-966-5500 or 1-800-267-2803.
4. If someone becomes ill while they are at work, advise them to return home immediately and self-isolate. Direct the person to contact HPEPH COVID-19 Information Line at 613-966-5500 or 1-800-267-2803 for further direction.
5. Practise [physical distancing](#), and post our [Physical Distancing Poster](#) in your workplace. Make accommodations to workplace operations to ensure physical distancing (at least 2 metres or 6 ft).
6. Promote frequent [hand-washing](#) with soap and water or alcohol-based hand sanitizer (where possible), as well as [cough etiquette](#) among all staff. Provide alcohol-based hand sanitizer at the entrance doors whenever possible.
7. Clean and disinfect the workplace following [Public Health Ontario Cleaning and Disinfection for Public Settings factsheet](#).
8. Further direction on the employer role can be found in the Government of Ontario COVID-19 Guidance Document for [Essential Workplaces](#) (May 2, 2020). They have also created other workplace [resources and sector-specific direction](#).

COVID-19 information is updated daily on our website at hpePublicHealth.ca. Follow us on [Facebook](#) and [Twitter](#).

If you have other questions, please contact the **Information Line for COVID-19 at 613-966-5500 or 1-800-267-2803**. *Note – This line is currently answered by public health staff 7 days a week. Monday to Friday between 8:30 am and 6:30 pm. Weekends and holidays between 8:30 am and 4:30 pm. Please be patient and use this line only if you are unable to answer your questions with the resources available online.

**Please note the self-assessment tool continues to be updated by the Ministry of Health as more is learned about the virus and testing capacity expands.