

## COVID-19

# Important Considerations for Businesses and Workplaces Deemed Essential Services

### Implement screening processes for all people entering your place of business.

- Provide [signage](#) at the entrance to remind public and employees that if they travelled internationally in the last 14 days, or experiencing respiratory symptoms, they should **not** enter.
- Signage should remind customers to keep 2 metres space between others at all times.
- Communicate guidelines to employees.

### Implement social (physical) distancing practices to create 2-metre spacing between employees / public at all times.

#### For retail:

- Create 2-metre spacing at entrance to checkout lanes. Use bright tape / markers to ensure there's 2 metres between customers in line.
- Limit the numbers inside the store at one time.
- Promote online purchasing, pick-up options and at-door retrieval of items.

#### For workplaces:

- Remind employees to maintain 2-metre spacing between each other at all times; in lunchrooms, workspaces, washrooms, and when talking to each other.
- Reduce situations where employees are in close spaces with each other, such as lunchrooms.

#### For example:

- Limit the number of employees in a lunchroom at a time
- Stagger lunch/break times

- Implement 2-metre spacing of seats in lunchroom

### Implement strict hygiene practices

- Put [signage](#) at entrances and exits to promote important hygiene practices.
- Ensure all employees are washing their hands regularly, and for 20 seconds. Post [signage](#) in washrooms and work stations.
- If possible, provide hand washing stations/hand sanitizers at the entrance and exits to your premises.
- Encourage everyone to use respiratory etiquette: cover your coughs and sneezes with a tissue or your arm, not your hand.
- Step up regular cleaning and sanitation in high-touch and high-traffic areas such as grocery carts, door handles and pin pads. Follow these [cleaning procedures](#).
- Reduce store hours to support extra sanitation protocols and allow extra time for replenishment of shelves

