



**Lambton Public Health**  
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[www.lambtonpublichealth.ca](http://www.lambtonpublichealth.ca)

To our valued Lambton County Employers,

In order to decrease transmission of COVID-19 Lambton Public Health is now recommending that all residents of Lambton County practice the following steps to help limit the spread of COVID-19 in the community.

As an employer, we recommend you and your staff to implement these steps immediately to support the health of yourself, your employees and patrons (if applicable) in the prevention of COVID-19.

The following information is based on present available information and with a rapidly developing situation we will work to ensure that our workplaces are kept up to date with the most current and applicable information.

### Important Steps to Follow to Prevent Spread of COVID-19

- Wash your hands often with soap and water for 20 seconds regularly (especially after using the washroom and when preparing food/eating) or use hand sanitizer with 60% alcohol content
- Provide access to hand washing areas and place hand sanitizing dispensers in prominent locations throughout the workplace, if possible.
- Cover your coughs and sneezes with a tissue or your arm, not your hand
- Encourage completing a COVID-19 [online self-assessment tool](#)
- Stay home if you are sick
- Clean frequently with particular attention to high-touched surfaces, such as:
  - desks
  - phones
  - kitchens
  - computers
  - cash registers
  - elevator buttons and door knobs
  - restaurant takeout counters and menus
  - lunchroom areas (microwaves, fridges, counters, sinks, tables)
- Practice **Social distancing** which involves taking steps to limit the number of people you come into close contact with.
  - providing a 2 metre space between yourself, co-workers, employees and patrons (e.g. moving desks, adding barriers to counters).
  - Working from home
  - Working flexible hours
  - Staggering start times
  - Limiting the number of patrons/clients your employees would have close contact with (e.g. fewer scheduled appointments, limited number of patrons in a store at any one time); and

- Using email and teleconferencing instead of meeting in-person

### **Flexible Work Hours and Sick Leave:**

- Relax sick leave policies to support employees in self-isolating when ill.
  - This includes suspending the need for medical notes and reduces the burden on an already stressed health care system.
- Prepare for increases in absenteeism due to illness among employees and their families and school closures.
  - Access your business continuity plan for how to maintain key business functions if faced with high absenteeism.
  - Consider the need for cross-training personnel to function in key positions.

**If COVID-19 symptoms develop, the employee should immediately be separated from others and sent home without using public transit, if possible.**

For the most up to date information visit [Lambton Public Health](#).

### **POSTERS/INFORMATION SHEETS (to share and post)**

[Know the Facts about COVID 19](#) (Government of Canada)

[Attention Visitors Sign](#)

[Handwashing Sign](#)

[Poster on protective measures](#)

[Social Distancing Sign](#)

[Know the Difference: Self-monitoring, Self-Isolation and Isolation for COVID-19](#)

### **OTHER RESOURCES:**

[Be Prepared - Government of Canada](#)

[Getting Your Workplace Ready - WHO](#)

[Coronavirus disease \(COVID-19\): Resources for Canadian businesses](#)

[CFIB - COVID-19 Small Business Help Centre](#)

[Canada's Economic Response Plan: Support for Canadians and Businesses](#)

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