

5. PROVIDE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Determine requirements for PPE (procedure mask, eye protection, visor, gloves)
- Wear a procedure mask and eye protection if less than 2 meters for more than 15 cumulative minutes, if not available, wear facial protection.
- Ensure the availability of adequate stocks of personal protective equipment
- Understand that the use of masks as a PPE is central to mitigation strategies when physical distancing cannot occur
- Provide clear directions to staff as to when the use of a mask/PPE is required
- Provide staff with instructions on how use and how to dispose of masks/PPE (https://cdn-contenu.quebec.ca/cdn-contenu/sante/documents/Problemes_de_sante/covid-19/Couvre-visage/20-210-64W_couvre-visage-anglais.pdf?1588798488)
- Have required PPE available for the use of the public/clients who visit/enter the workplace and who do not have appropriate PPE.

6. PREPARE EMPLOYEES FOR REOPENING OF THE WORKPLACE

- Ensure all employees understand the mitigation measures and their roles
- Explore the need for appropriate options for employees that are at greater risk (e.g. elders or people with underlying conditions)
- Request employees to stay home if symptomatic
- If employees start experiencing COVID-19 symptoms in the workplace, instruct them to isolate themselves, put on a mask and contact their manager
- Access to potentially affected areas of the workplace (e.g. the symptomatic employee's workstation) should be restricted access for 24 hours if possible and then cleaned and disinfected
- Ensure managers are attentive to the potential impact of COVID-19 and the mitigation measures on employee psychological health and well-being
- Provide a process to invite concerns or suggestions about the mitigation measures
- Provide training to employees about their role and obligations in implementing the mitigation measures

