

Decisions and Safety Recommendations for Work Sectors

N-REPAC GUIDELINES TO REOPEN NUNAVIK WORKPLACES

This Guideline sets out general adjustments that non-healthcare (non-high exposure risk) organizations may consider taking in order to develop their Reopening Strategy; to help limit the risk of transmission of COVID-19 as workplaces in Nunavik are reopened. Each organization may find it beneficial to develop a plan that:

- Is specific to their workplace;
- Identifies all areas and job tasks with potential exposures to COVID-19;
- Includes control measures to eliminate or reduce such exposures;
- Is in place prior to reopening, and
- Is subsequently monitored on a regular basis and revised as necessary.

1. PREPARE THE PHYSICAL ENVIRONMENT

- Inspect workplace for risks prior to reopening
- Disinfect workstations
- Review capacity to increase ventilation system
- Review physical layout of offices/workspaces to address distancing requirements
- Review garbage disposal processes (e.g. garbage without lid)
- Close kitchenettes or develop new rules for use and cleaning
- Review common areas and equipment location and usage (photocopier, etc.)
- Develop mitigation measures for non-standard workplaces (e.g. In vehicles, etc.)
- Review flow of traffic through each workplace and public access to buildings
- Explore use of barriers (e.g. plexiglass) where close contact is unavoidable
- Provide hand sanitizer dispensers or bottles at entrances and staircases





2. SCHEDULE ENHANCED CLEANING/DISINFECTIING SERVICES

- Use appropriate cleaning products and/or disinfectants
- Provide cleaning and products for use in individual offices
- Clean and disinfect the facility daily
- Clean meal areas before each meal and disinfect them daily
- Identify and provide enhanced cleaning for high-touch surfaces and objects
- Clean shared equipment or tools after every shift or when they must be shared
- Remove non-essential objects (magazines, newspapers) from common areas

3. PROMOTE HEALTHY HYGIENE PRACTICES

- Avoid touching your face and eyes
- Cough or sneeze into your arm or tissue
- Cover your mouth and nose with tissue or elbow and wash hands immediately
- Use tissue only once and dispose of immediately after
- Avoid direct contact such as shaking hands, hugging, etc.
- Post health precaution posters in workplaces
- Request sick employees to stay home
- Consider testing processes for staff, clients, and/or visitors entering the workplace each day (e.g. Questionnaire)
- Limit sharing of space, tools, and supplies
- Use computer alerts to remind employees of hygiene practices

4. REQUIRE PHYSICAL DISTANCING PRACTICES

- Basic rule is a minimum of 2 meters of distancing between people
- Applies at all times while in the workplace, whether in an office, lunch room, meeting room, lobby, or vehicle
- When physical distancing is not possible, an alternate risk mitigation measure must be adopted or the activity should be discontinued
- Post physical distancing posters in workplace
- Use floor markers, posters, computer alerts to remind staff & public





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 (<u>https://cdn-contenu.quebec.ca/cdn-contenu/sante/documents/Problemes_de_sante/covid-19/Couvre-visage/20-210-64W_couvre-visage-anglais.pdf?1588798488</u>)
- 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





7. REVISE WORK PROCESSES/METHODS

- Consider whether you can/need to revise work processes to lessen potential risks:
 - Stopping, altering, or reducing services or hours,
 - Flexible hours,
 - Staggered start times,
 - Minimizing public/client contact with employees
 (e.g. go cashless, drive-through service, customer-packed, electronic or drop-off application/document processing, phone contact only, etc.)
 - Cancelling or restricting non-essential travel
 - Use of video/teleconferencing instead of face-to-face meeting rooms
- Pay special attention to the application of these guidelines to the following:
 - the use of meeting rooms for face-to-face meetings
 - Workplace vehicles
 - Lunch rooms or break rooms
 - Washrooms
 - Locker rooms
 - Waiting rooms
 - Lobbies/public access areas
 - Common areas

