



Back to Work Guide

*An Integrated Approach to
Reopening Post Covid-19 Pandemic*



Back to Work Guide

An Integrated Approach

Under the guidance of the [World Health Organization](#), the [Canadian Centre for Occupational Health and Safety](#) and the [Occupational Safety and Health Act](#) have created a number of sector-specific guidelines to get businesses on track to reopen following the COVID-19 pandemic.

Getting ready to go back to work does not necessarily mean returning to business as usual. With concerns over a second-wave resurgence, customers and employees are better educated and more aware of what a safe and hygienic business should look like.

An integrated approach to reopening businesses uses the guidelines set forth by the WHO, CCOHS and OSHA to provide best practices in the following categories: **Operations and Facility Management**, **Providing Educational Signage**, and **Workplace Practices and Policies**.

Integrating the following guidelines into your **Back to Work strategy** demonstrates a businesses commitment to creating a safe and healthy environment for employees and guests.



Category 1

Operations & Facility Management

- ❑ Remove all **multi-use products** from the kitchen / lunch area (coffee cups, condiments, cutlery, plates, etc.)
- ❑ **Hand sanitizer dispensers** are placed throughout the workplace for access by all employees and customers
- ❑ All common areas, supplies, stairway railings, elevator buttons, and equipment are **disinfected with a hospital-grade disinfectant at least once a day**
- ❑ There is **proper PPE disposal** in all key areas throughout the facility. Staff is educated on how to safely use and dispose of their PPE by placing educational posters near the disposal unit
- ❑ Employees have a **separate area** to store personal items
- ❑ **Touch-free washroom fixtures** (AutoFaucet, AutoFlush, AutoSoap, automatic **personal hygiene disposal units**, etc.) have been installed in all washroom to limit bacterial spread
- ❑ Shorter operating hours are in place to allow time for **deep cleaning and disinfection**
- ❑ Provide **dedicated “enter” and “exit” doors, and “upwards” and “downwards” stairways** that abide by fire and safety regulations
- ❑ **Remove group seating** in lobbies and common areas to discourage group formations
- ❑ Use a **hospital-grade disinfectant** to disinfect all incoming packages



Category 2

Educational Signage

- ❑ Communicate what to expect when employees arrive at the property. I.e.: Building Operations, Cleaning Schedule, Social Distancing, etc.
- ❑ **Social distancing markers** are in all common areas and placed 6 feet apart
- ❑ Proper **handwashing signage** is displayed in all washrooms, kitchens and lunchrooms
- ❑ Implement **a social distancing policy** within **company elevators** to ensure a safe distance is maintained
- ❑ Signage is placed on all employee entrances **displaying the symptoms of COVID-19** which tells employees suffering from those symptoms that they should not come into work
- ❑ Markers indicating the **direction of travel** within the businesses are clearly displayed
- ❑ Clearly **display the safe number of people** allowed in the washrooms on the doors to ensure social distancing is respected



Category 3

Workplace Practices & Policies

- ❑ **Staggered start times** to minimize contact in the mornings and evenings
- ❑ Ability to sign and submit all documents **electronically**
- ❑ A **“Check-in” system** is in place where employees are met at the door at the start of the day to ensure sick employees do not come to work and put others at risk
- ❑ **Virtual meeting** software is available to all staff to hold remote meetings and abide by social distancing guidelines
- ❑ Dissemination of corporate communications is done electronically
- ❑ **Provide mental health support** to all workers, including access to an employee assistance program (EAP) if available
- ❑ Require all loading dock and delivery employees to wear the proper PPE



For More Information on Sector Specific Guidelines, Select Any of the Following:

Restaurant and
Food Services

Food Processing

Retail

Property
Management

Manufacturing

Construction

Preventing Stigma
in the Workplace

For General Information



This document is intended for informational purposes only to provide an overview of the potential hazards posed in the workplace due to COVID-19. It is not intended as medical advice, to provide a comprehensive risk assessment for all workplaces, or to replace any legislated workplace safety obligations. Due to the ongoing evolution of the situation around the world, this document may be used as a guide for Employers in addition to guidance delivered by public health authorities such as the World Health Organization (WHO), Provincial/Federal Ministries of Health, and the Centre for Disease Control and Prevention (CDC).

We are Ready to Help!

WHEN CAN WE START?

Our services are available to address your key priorities when it comes to reopening your business. Talk to a [Citron Hygiene Consultant](#) today to begin a virtual assessment and survey of your facility. Our goal is to deliver an efficient process and provide recommendations within a short timeframe.

[CLICK HERE TO CONTACT US NOW](#)

Please reach out to learn more about how we can support your organization's needs.

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