



Manufacturing

Employers must:

- Make sure workers know about the virus and how to minimize its spread.
- Set a clear policy for what is expected of workers if they get sick, have symptoms, or if an exposure is reported.
- Do everything reasonably possible, under the circumstances, to protect the health and safety of workers by providing adequate information, training, sanitation, and personal protective equipment.
- Provide reminders about COVID-19 prevention, signs and symptoms.
- Adjust production outputs and schedules to reflect any necessary changes.
- Make sure workers are trained to work safely before replacing the duties of others.

Workers must:

- Practice physical distancing by working more than 2 metres (6 feet) apart from co-workers whenever possible.
- Continue to follow all safe work procedures. If it is unsafe to work, they should talk to their supervisor, health and safety committee or representative, and/or union.
- Stay home if they are sick or might be sick. Follow the Public Health Agency of Canada's steps for self-assessment: <https://www.canada.ca/coronavirus>
- Follow hand hygiene and cough and sneeze etiquette and avoid touching their face.
- Wash their hands at the start of their shift, before eating or drinking, after touching shared items, after using the washroom, after handling cash, and before leaving the worksite. Remove jewellery while washing.
- Not share cigarettes or vaping equipment.
- Not share communication devices or personal protective equipment unless they can be cleaned between users.
- Be aware of early signs and symptoms of acute respiratory infection.

Sanitation and Disinfection

A touch point is any surface that can be touched by bare hands by multiple people, multiple times.

- Make sure that any person required to clean has received the appropriate training plus any required personal protective equipment.
- Train workers on how to work with and care for personal protective equipment, and to understand its limitations.
- Clean visibly dirty or soiled surfaces with soap and water before disinfecting.



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- Use a disinfectant or bleach solution to destroy or inactivate the virus.
 - Use a disinfectant with a drug identification number (DIN). This number means that it has been approved for use in Canada.
 - If household or commercial disinfectant cleaning products are not available, hard surfaces can be disinfected using a mixture of 5 mL of bleach (5% sodium hypochlorite) and 250 mL of water.
 - If liquids can be withstood, disinfect high-touch electronic devices (keyboards, tablets, smartboards, etc.) with alcohol or disinfectant wipes.
 - Test surfaces before using a bleach solution. Bleach can be corrosive.
- Follow the manufacturer's instructions when using disinfectants.
- Use a dedicated cloth for cleaning. Change the cloth daily or when it becomes visibly soiled.
- Create a checklist of all surfaces that must be cleaned, including door and sink handles, paper towel dispensers, counter tops, wheelchair access buttons, turnstiles, kitchen equipment, elevator buttons, vending machines, and printers/photocopiers.
- Clean all areas, including offices, cafeterias, change rooms, washrooms, and laundry rooms.
- Determine the frequency of cleaning and disinfection based on your organization's needs. Clean at least once per day but more frequent cleaning (every 2 to 3 hours) may be necessary.
- Record when cleaning and disinfection has occurred.

Physical Distancing

- As much as possible, maintain a distance of at least 2 metres (6 feet) from others within the facility.
- Evaluate if changes can be made to increase worker separation, such as plexiglass or other barriers.
- Stagger shifts to minimize the number of workers in one place.
- Control foot traffic patterns to reduce gathering at meeting points, washrooms, and other shared spaces.
- Designate travel paths so workers do not have to pass each other closely (e.g., one set of stairs for up, another for down) or have workers call out before entering a shared space.

General Site Management

- Notify workers in advance if there are changes to screening measures and facility entrance policies.
- Make sure washrooms are cleaned frequently, have running water, and are stocked with soap, paper towels, and plastic lined waste containers. Visibly dirty hands must be washed with soap and water.
- Stagger meetings, breaks, team talks, and orientations to minimize the number of workers in one place.
- Hold in-person meetings outdoors or in large areas that allow for physical distancing.
- Communicate corporate information electronically, or wash hands after handling papers.
- Hold worker orientations verbally to avoid touching papers.
- Minimize contact during sign-in. Have the supervisor sign in for people (or provide separate pens), or have people text the supervisor. Clean any sign-in devices between users.
- Submit documents and forms electronically, or wash hands after handling papers.
- Remove shared cutlery and tableware from lunchrooms.
- Remove communal coat check areas and shared footwear or clothing. Have workers store their personal items in separate lockers or in sealed bins/bags. Provide designated uniforms that are laundered by a service or encourage workers to wear clothes that can be washed frequently.
- Dispose of used tissues, wipes, gloves, and other cleaning materials in a plastic lined waste container.



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Assembly and Production Operations

- Avoid sharing equipment, tools, and instruments where possible. Purchase additional equipment if required.
- When equipment must be shared, limit the number of people that use it. Clean and disinfect shared equipment and touched surfaces before and after each use.
- Assign workers to the same crew and work area, and limit the number of workers allowed in an area at the same time.
- Keep an updated list of workers, including their crews and areas they work in, in case contact tracing is required.
- Wherever possible and safe, rearrange work areas to allow 2 metres (6 feet) between workers.
- Install physical barriers, such as plexiglass, between work areas and operators where 2 metre separation is not possible, and if it is safe to do so.
- Use floor markings, signs and other visual cues in appropriate areas to encourage physical distancing.
- Establish zones in the facility and restrict workers from entering zones in which they do not perform work or need to access. Note that this does not apply to emergency situations.
- Replace garbage cans with no-touch receptacles or remove lids that require contact to open.
- Consider increasing the number of first-aid kits and stations that are available throughout the work area.
- Where physical distancing or other measures are not possible, consider using personal protective equipment, including non-medical masks. Note these masks have limitations and need to be properly used.
- Develop a rigorous cleaning schedule that is tracked for each work area, especially between shift changes, that includes cleaning and disinfecting all touched surfaces and equipment.
- Provide sanitizer stations when wash stations with soap and water are not close or accessible.
- Review and revise job planning, material delivery/pickup, maintenance activities, etc. to prevent workers from having to congregate or work near each other.
- Revise maintenance schedules to avoid unplanned work and to limit the number of external essential workers that need to come on-site at the same time.
- Postpone projects and tasks that do not need to be completed right away.
- Restrict or reschedule non-essential site visits from supply chain partners, vendors and other visitors.
- When job planning and scheduling, make sure to account for additional time that may be needed due to reduced staff, risk assessments, hygiene measures, cleaning and disinfecting, physical distancing, and other protocols to perform work safely.
- Develop a business continuity plan to minimize operational disruptions, including increased staff absenteeism, and procedures for an outbreak.
- Consider reviewing policies on the use of personal cell phones in the plant. When done safely, using cell phones can promote physical distancing and effective communication. Avoid phone sharing.
- Perform meetings and check-ins by phone, video conference, or in areas where physical distancing can be maintained. Supervisors are still required to provide adequate oversight of workers.
- Establish a procedure to allow workers to quickly report COVID-19 exposure concerns.
- Evaluate if any workers can perform their job from home (e.g., administrative staff).
- Increase the air intake of the ventilation system or open doors and windows to provide more fresh air in the plant. Avoid central recirculation where possible.
- Perform regular inspections and hazard assessments along the production/assembly line to identify potential ways employees may be exposed to COVID-19.
- Make sure change procedures are managed and hazard assessments are performed on any new COVID-19 preventative actions.



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- When putting preventative actions in place, always consider the hierarchy of controls, continue to evaluate how effective they are, and make changes when needed.
 1. Elimination/substitution (removing or replacing the hazard)
 2. Engineering controls (isolating people from the hazard)
 3. Administrative controls (changing or standardizing how people work)
 4. Personal protective equipment (last line of defense)
- Provide training on new procedures and using personal protective equipment.
- Consult with the health and safety committee or health and safety representative when putting new measures into place.
- Provide regular communication to all workers regarding COVID-19 measures that have been implemented.
- In the event of an emergency, follow established emergency response procedures.

Provide mental health support to all workers, including access to an employee assistance program (EAP) if available.



For further information on COVID-19, refer to the Public Health Agency of Canada

<https://www.canada.ca/coronavirus>

Note that this guidance is just some of the adjustments organizations can make during a pandemic. Adapt this list by adding your own good practices and policies to meet your organization's specific needs.