

Reopening of the Workplace

Quick Reference for First Nations Communities and Organizations

- Preventive measures against the risk of COVID-19 and Reopening of the Workplace procedures have been put in place in collaboration with the employees¹

NOTE: _____

- Prior to returning to work, a workplace inspection has been conducted to identify whether there are risks of transmission or contamination by COVID-19 in the work environment and, if applicable, to implement prevention and control measures

NOTE: _____

- Conduct an assessment to ensure that the work methods comply with the guidelines issued by the governing authorities (Band Council/Tribal Council, etc.). Failing this, it is important to make changes

NOTE: _____

- The employees have been notified of the reopening and a meeting has been scheduled with them, in compliance with the distancing measures, to explain the different preventive measures implemented and thus reassure them

NOTE: _____

- During the meeting, the employer reminded the employees of its commitment to protect their health and safety and to put in place the necessary measures to prevent COVID-19

NOTE: _____

- The expectations and objectives identified by the employer are required to be implemented in the context of preventing community transmission of COVID-19.

NOTE: _____

¹ If an occupational health and safety committee or a prevention representative is present in the work environment, this person is consulted.

Hygiene & Sanitation in the Workplace

Quick Reference for First Nations Communities and Organizations

In general, coronaviruses do not survive long on objects and surfaces, but can last a few hours on (inactive or idle) objects with dry surfaces and a few days on inert objects with moist surfaces. To limit the risk of contaminated surfaces, in addition to the usual cleaning of workplaces, more frequent cleaning of surfaces in contact with the hands is recommended (e.g. railway railings, doorknobs, elevator buttons).

To ensure that employees present in the workplace are protected from COVID-19

Sanitary facilities are cleaned every working day

NOTE: _____

Sanitary facilities are disinfected at least once a day

NOTE: _____

The dining areas are cleaned after each meal and disinfected daily

NOTE: _____

Frequently touched surfaces (tables, counters, doorknobs, faucets, toilets, bathroom sinks, telephones, computer accessories, etc.) are cleaned every working day

NOTE: _____

The tools and equipment used are cleaned immediately after each working day and they must be shared

NOTE: _____

Usual household cleaning products are used for cleaning in accordance with the manufacturer's instructions

NOTE: _____

Non-essential objects (magazines, papers, etc.) are removed from the common areas

NOTE: _____

Ensure efficient operation and maintenance of the ventilation systems, according to the regulatory requirements for the type of establishment and the tasks performed

NOTE: _____

Wash your hands often to keep you community and employees healthy and safe



1. Wet your hands



**2. Apply enough liquid
soap**



**3. Lather and scrub you whole hand,
including front, back and fingernails
for 20 seconds**



**4. Rinse for
10 seconds**



**5. Dry hands with paper
towel**



**6. Turn off the faucet with
paper towel**

Daily Checklist

Quick Reference for First Nations Communities and Organizations

The purpose of this document is to support you in managing a healthy and safe work environment for operations to resume in the context of COVID-19. One employee for each building or premises should be designated as responsible for verifying this checklist daily.

- Every employee's health status has been validated

NOTE: _____

- The employees are informed of the procedure for leaving work if they exhibit at least one of the symptoms

NOTE: _____

- The employer has rearranged the workstations and reviewed work methods to respect two metres of physical distancing, whenever possible¹

NOTE: _____

- A physical distance of two metres is respected when entering and exiting the workplace as well as during breaks and meals

NOTE: _____

- The washrooms are cleaned and disinfected daily

NOTE: _____

- The dining area is cleaned before and after each use and disinfected every day (e.g. tables, refrigerator doorknobs, chair backs, microwaves)

NOTE: _____

- Frequently touched surfaces (e.g. doorknobs, faucets, toilets, telephones, computer accessories) are cleaned daily

NOTE: _____

- Tools and devices used are cleaned as soon as they have been shared and at the end of each day (photocopier, vehicles, brooms, etc.)

NOTE: _____

- Water and soap or a 60% hydro-alcoholic solution are available for hand washing

NOTE: _____

- Hygiene rules are posted, shared electronically, and followed

NOTE: _____

- A notice has been posted at the entrance of the workplace to inform suppliers, contractors, partners, and clients visiting, of the measures implemented to control the risks associated with COVID-19

NOTE: _____

¹ If an occupational health and safety committee or a prevention representative is present in the work environment, this person is consulted.

NOTICE TO ALL VISITORS



IF YOU ARE EXPERIENCING:

Cough



Fever

Loss of smell and taste



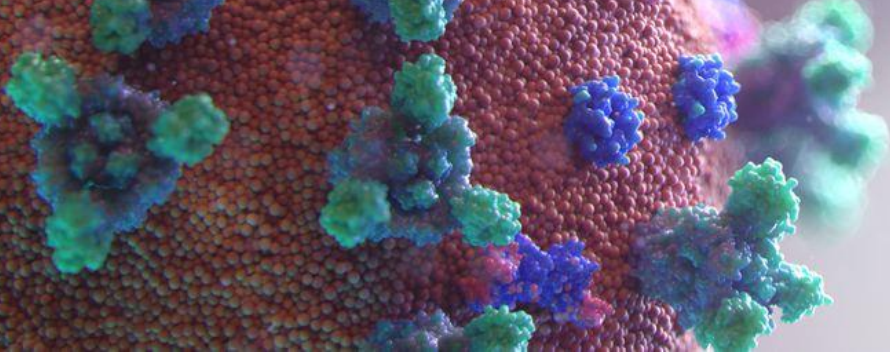
Respiratory problems

Or if you believe you may have been exposed to COVID-19

**PLEASE DO NOT ENTER OUR ESTABLISHMENT FOR THE
PROTECTION OF OUR CLIENTS AND PERSONNEL**

And get in contact with a healthcare provider

Thank you for your collaboration!



Daily Hygiene Guidelines

Follow these guidelines to protect yourself from COVID-19



Avoid touching your eyes, nose and mouth

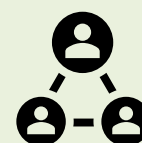
Wash your hands for 20 seconds with soap and warm water

Use an alcohol-based hand sanitizer if soap and water are not available



Refrain from any unnecessary contact with surfaces, objects and others

Observe two-metre physical distancing

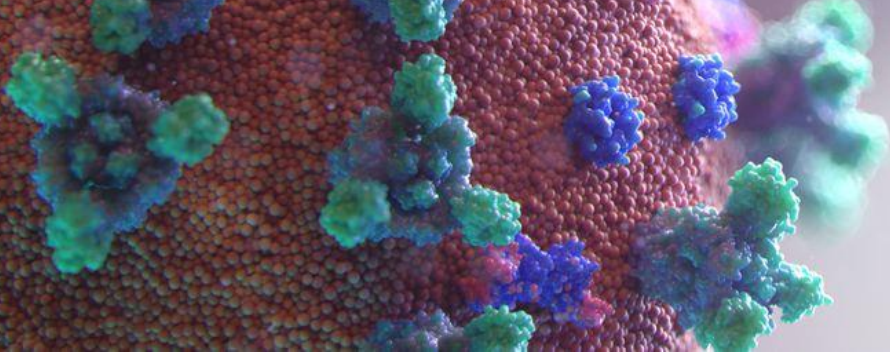


When coughing or sneezing, cover your mouth and nose with your elbow or a tissue

Dispose of the used tissue immediately

If you are sick, stay home!





COVID-19 Symptoms

**Awareness is key to staying safe during the COVID-19 pandemic.
Look out for the symptoms daily to stay healthy.**

Common symptoms:

- 🦠 fever
- 🦠 tiredness
- 🦠 dry cough

Some people may experience:

- 🦠 aches and pains
- 🦠 nasal congestion
- 🦠 runny nose
- 🦠 sore throat
- 🦠 diarrhea
- 🦠 loss of sense of smell and taste

**If you or anyone around you shows signs of COVID-19,
refer them to healthcare and begin sanitation procedures immediately.**

