

Business Preparedness Plan: Moving forward through COVID-19

Below is a list of items to think of to help you prepare as the restrictions to reduce the spread of COVID-19 begin to be lifted or lessened. These items are presented to encourage awareness and protection for you, your staff and your customers/clients. Please refer to the [Ontario Workplace Safety Guidelines](#) for your industry to ensure you are meeting the recommended requirements.

- Do you know the square footage of your store?
 - Calculating the square footage (3.70/per person m² - keeping in mind the area of floor space occupied by displays)
- Have you developed a plan to manage capacity?
- Have you thought about the flow of foot traffic in your store?
 - Directional arrows through aisles, distancing markers, etc. might help customers navigate safely
- Are you able to rearrange your store to be more accommodating?
 - Will you be able to maintain social distancing protocol within the store?
- Do you have an alternative method for handling transactions?
- How will you ensure the safety of your staff?
 - Do you have barriers for your front line staff?
 - Do you have face masks/shields for your staff?
- Do you have a spot to post your policies?
 - Communicating COVID-19 policies to employees and subcontractors is required (sanitization of store, how employees report illnesses, how to ensure physical distancing and if there are adjustments to how scheduling will take place)
- Do you have a procedure for sanitizing products?
- Is there a way you can adjust your services/procedures to accommodate the vulnerable populations?
 - Opening earlier, staying open later?
 - Offer curbside pickup? Deliver out to their vehicle?
- Do you have a plan or process for managing people waiting in line to get into your store?
- Are there ways that you can ensure that your staff are maintaining proper social distancing while completing their work?
- Familiarize yourself with the steps that need to be taken if an employee tests positive for COVID-19 due to exposure at work.
- Schedule a regular time to check in with public health updates and retrain/revise practices as needed.

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It is recommended that you look into preventative measures on an ongoing basis, and make adjustments accordingly. It is important to recognize that adjustments made today may need further adjustments tomorrow.

→ Employers can contact local public health units with questions on workplace infection protection and control related to COVID-19 infections

→ Helpful resource for preventing COVID-19 in the workplace: <https://www.ontario.ca/page/resources-prevent-covid-19-workplace>

Keeping yourself safe:

As things begin to open and we move forward, remember that it is still important to continue the practices that have been in place since the beginning of the pandemic whenever possible.

- Wash your hands often with soap and water or alcohol-based hand sanitizer
- Sneeze and cough into your sleeve
- If you use a tissue, discard it immediately and wash your hands
- Avoid touching your eyes, nose or mouth
- Stay home if you are sick
- Avoid contact with people who are sick
- Avoid high-touch areas, where possible, or ensure you clean your hands after
- If you are ill, notify your supervisor immediately, complete the self assessment and follow the instructions you receive
- Stay home whenever possible

