



OVERVIEW

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep workers, customers and the public safe and healthy so we can stop the spread and prepare to reopen the province, when we are ready.

Below is a set of resources, tips and best practices to help employers and workers prevent the spread of COVID-19 and work together to reopen the province.

Employers and workers in Ontario have certain duties and rights under the Occupational Health and Safety Act (OHSA) and its regulations. Employers should also review and follow any applicable directives and guidance coming from the Chief Medical Officer of Health and Ministry of Health.

LEARN MORE ABOUT:

- [workers' rights](#)
- [employers' responsibilities](#)

PROTECTING YOURSELF AND CO-WORKERS

The virus typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then face – mouth, nose or eyes with unwashed hands. Here is some general guidance and [helpful tips](#) to help prevent the spread of germs:

- Maintain physical distancing of at least 2 metres (6 feet) or more between persons, including children, their parents and co-workers.
- Practice good hygiene, and encourage children attending the day camp to practice good hygiene, such as:
 - [Washing hands](#) often with soap and water when hands are visibly soiled, before and after any breaks, at the beginning and end of each work shift, and before preparing food or assisting



children with their food or use alcohol-based hand sanitizer (at least 60% alcohol content) if hand washing is not possible. Note: Children should not be involved in the preparation of food.

- Monitor hand hygiene facilities of yourself and children when accessing public washrooms,(e.g. in public parks that you may visiting)
 - Sneeze and cough into your sleeve.
 - If you use a tissue, discard immediately and wash your hands afterward.
 - Avoid touching your eyes, nose or mouth with unwashed hands.
 - Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Practice regular cleaning and disinfection
 - Stay home if you are sick (Note: Day camps should inform parents that children should not be attending camp if they are sick).
 - Wash your clothes as soon as you get home.
 - If you have symptoms or you think you were exposed to COVID-19, notify your supervisor immediately, complete the [self-assessment](#) and follow the instructions you get.

RECOGNIZE AND ASSESS THE RISK

According to Health Canada, symptoms can appear in as little as a few days or as long as 14 days after being exposed to someone with the disease or an infected surface. [COVID-19](#) can cause a range of symptoms including fever, cough, sore throat and shortness of breath.

For some people, the symptoms are like having a cold; for others they are quite severe or even life threatening. It is important to check with your healthcare provider, Telehealth, or local Public Health Unit and follow instructions about [staying home](#) or away from public spaces to prevent the spread of the virus.

Close contact with children, their parents/guardians, and other co-workers at the camp and touching potentially contaminated items (such as tables, door handles, electronic devices, toys, games equipment, counters, tools, handrails, and other hard surfaces often touched) are likely to pose the greatest exposure risks. In general, close contact with other people increases the risk of exposure.

CONTROL

1. Follow the requirements set out in the [Occupational Health and Safety Act](#) (OHSA) as well as policies and procedures, including infectious disease preparedness and response plans established by your employer.

All workplace parties have roles and responsibilities to protect workers from hazards in the workplace as set out in the OHSA and its regulations,.

Workers should raise any concerns to their:

- Supervisor
- Joint Health and Safety Committee or Health and Safety Representative

Under [Subsection 28\(1\)](#) of the OHSA, workers have a duty to:



- Work in compliance with the provisions of the Act and regulations
- Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware, and
- Report to his or her employer or supervisor any contravention of the Act or Regulations or the existence of any hazard of which he or she knows

Under the OHSA, the employer has the duty to take every precaution reasonable in the circumstances to protect workers from hazards in the workplace. Workers have the [right to refuse unsafe work](#). If health and safety concerns are not resolved internally, a worker can file a complaint with the Ministry's Health and Safety Contact Centre at 1-877-202-0008.

In addition, infectious disease preparedness and response plans established by the employer should be followed. The plan should consider and address the levels of risk associated in or at ~~with~~ the workplace and take into consideration job tasks. This includes how the workplace will [operate](#) during the COVID-19 outbreak including but not limited to health and safety considerations such as sanitization of workplaces, how workers and employers [report illnesses](#), how to ensure physical distancing, and how work will be scheduled.

2. Maintain [physical distancing](#). Physical distancing generally means maintaining a distance of at least 2 meters (6 feet) or more between persons at all times. By maintaining physical distancing, people are less likely to be exposed to a respiratory virus as the virus can be spread before symptoms appear (pre-symptomatic) and when the person may have contracted the virus but has minimal or no symptoms (asymptomatic). For workers at day camps, we recognize that you will have contact with the children under your care, equipment they are using and surfaces everyone is touching. You could potentially come into contact with respiratory droplets from these interactions. Take the time to assess your work area and look for ways to minimize those risks within your workplace.
 - Maintain physical distancing during breaks, and outdoor/indoor activities. Minimize physical contact with the children wherever possible.
 - Do not engage in field trips or activities requiring group transportation.
 - Observe areas with possibility for lineups such as meal areas, washrooms, locker rooms or areas, classrooms, auditoriums, and going to or returning from outdoor activities or exhibits. Remind children to comply with physical distancing measures and if possible provide visual cues such as signs or age appropriate directions to support these measures (i.e. demonstration of what the distance looks like).
 - Workers can use a face covering ([non-medical mask](#) such as a cloth mask) to protect those around them.
 - Limit the total number of people at the workplace and where they are assigned to work .
 - Consider cohorting children to specific groups of no more than 10 and ensure cohorts stay separated.



- Stagger start times, breaks and lunches for children to reduce large gatherings and to maintain physical distancing
 - Restrict visitors and limit workplace entry to only essential personnel; consider having parents drop off and pick up their children at a designated location outside as supervised by day camp workers
 - Alter the workplace layout by moving furniture or using visual cues such as tape on the floor to enhance physical distancing
 - Classrooms, lunchrooms and break rooms for workers and children must be arranged to follow physical distancing practices. Consider staggered lunch and break times to reduce the number of workers gathering.
3. Follow specific guidance for health and safety and infection prevention and control practices and measures and procedures established by the employer.
- Refer to the [Ministry of Health](#), [Public Health Ontario](#) and the [Government of Canada](#) for COVID-19 Guidance
 - In addition to routine cleaning, [clean frequently](#) touched surfaces (i.e., door handles, tables, chairs, handrails, touch screens, elevator buttons, steering wheels of buses used for transportation of children etc.) at a minimum of twice per day. If the surfaces are visibly dirty, they should be cleaned prior to disinfection application.
 - Day camp workers should use or wear personal protective equipment (PPE) (i.e. the equipment, protective devices or clothing) that the worker's employer requires to be used or worn. Workers are to be trained on the use, care and limitations of any PPE that the employer requires to be used by the worker. Workers should inform their employer of any condition that they have that may make the use and wearing of any PPE difficult for the worker.
 - Proper [donning and doffing of PPE](#) and [hand hygiene](#) must be performed.
 - Actively screen children every day coming into camp and remind parents that children who are sick should not attend the day camp.
 - Follow organizational protocol for ill children (i.e. set aside a space to place sick children away from other children and contact with workers should be minimized).
4. Stay home if you are feeling ill. Actively [monitor yourself](#) for any symptoms and if you detect symptoms, you should immediately distance yourself from others and go home. If possible, avoid using public transit to get home. Notify your supervisor so that they are aware of the situation and can also notify others who may have been exposed, local public health and the Ministry of Labour, Training and Skills Development as necessary.
5. Demonstrate the following precautionary measures while working:
- Do not report to work if you are exhibiting any of the [symptoms](#) or are under [self-isolation](#) or quarantine.
 - Limit the amount of face-to-face contact during work activities and [practice physical distancing](#) whenever possible.



- Use technology for communication with parents of children attending the camp (text messaging and mobile phones rather than in-person conversations).
- Avoid sharing equipment/supplies (i.e. toys, game equipment, keyboards, touch screens, etc.) where possible. Disinfect regularly if sharing cannot be avoided.
- Limit casual interactions that normally occur at work and physically distance when casual interactions do occur.
- Change out work clothing at the end of each shift and wash them at home. Do not store your street clothes and work clothing in the same space unless both are clean.

Additionally, the COVID-19 outbreak is a unique and unprecedented scenario for many workers. Ensure you are taking care of both your mental health and psychological well-being, as well as your physical health, during this time. Find out [helpful tips and coping strategies](#).

6. Practice stringent hand hygiene practices and encourage that children attending the day camp do the same. Health Canada recommends following basic hygiene practices:
 - Wash hands frequently
 - Thoroughly [wash hands](#) with soap and water for at least 20 seconds
 - If soap and water are not available, use an alcohol-based [hand sanitizer](#) containing at least 60% alcohol
 - Avoid touching your eyes, nose and mouth
 - Practice respiratory etiquette and sneeze or cough into your sleeve or a tissue and discard it
 - Use a clean tissue or your elbow to touch light switches, doors, buttons, etc.

EVALUATE

Ask and evaluate:

- Were the proper hygiene facilities (soap and water or alcohol-based hand sanitizer) available to you?
- Were you able to practice physical distancing?
- Are you disinfecting (i.e. disposable wipes) frequently touched surfaces routinely?
- Did you use or wear the PPE that your employer requires you to use or wear to protect you while you do your job?
- Have you been provided training on the proper use of PPE and the limitations of the PPE?
- Do you know what to do if you have symptoms of COVID-19?

SELF-ASSESSMENT TOOL:

<https://covid-19.ontario.ca/self-assessment/#q0>

TAKING CARE OF YOUR MENTAL HEALTH DURING COVID-19

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/taking-care-mental-health.html>



RESOURCES

Stay updated with daily government updates:

- [Government of Ontario](#)
- [Government of Canada](#)
- [Public Health Ontario](#)

ONTARIO GOVERNMENT AND AGENCY-ISSUED RESOURCES ABOUT COVID-19

The [Ontario Ministry of Health](#) is providing consistent updates on the provincial government's response to the outbreak, including:

- status of cases in Ontario
- current affected areas
- symptoms and treatments
- how to protect yourself and self-isolate
- updated Ontario news on the virus

[Public Health Ontario](#) is providing up-to-date resources on COVID-19, including:

- links to evolving public health guidelines, position statements and situational updates
- synopsis of key articles updating on the latest findings related to the virus
- recommendations for use of personal protective equipment
- information on infection prevention and control
- testing information
- other public resources

OTHER COVID-19 RESOURCES

[Health Canada](#) outlines the actions being taken by the Government of Canada to limit spread of the virus, as well as what is happening in provinces and communities across the country. It also maintains a live update of the number of cases by province.

The [World Health Organization](#) is updating the latest guidance and information related to the global outbreak and spread beyond Canadian borders. It also provides the most up-to-date information on:

- current research and development around the virus
- a COVID-19 situation "dashboard"
- emergency preparedness measures
- live media updates on the spread of the virus

PUBLIC SERVICES HEALTH AND SAFETY ASSOCIATION

Access resources and information about COVID-19 at <https://www.pshsa.ca/covid-19>

This resource does not replace the *Occupational Health and Safety Act* (OHSA) and its regulations, and should not be used as or considered legal advice. Health and safety inspectors apply the law based on the facts in the workplace.