

# SPECIAL COVID-19 MULTIPRÉVENTION



MAI 2020

Association sectorielle paritaire pour la santé et la sécurité du travail,  
secteur de la fabrication de produits en métal, secteur de la fabrication  
de produits électriques, industries de l'habillement,  
secteur de l'imprimerie et activités connexes

## RESTARTING ACTIVITIES WITH HEALTH AND SAFETY IN MIND!

In the context of the COVID-19, the resumption of operations is subject to numerous conditions to ensure the health and safety of all employees.

The purpose of this document is to inform employers and workers about the preventive measures to be implemented to ensure a safe work environment, based on the directives issued by the **Direction de la santé publique du Québec**. Please note that the links direct to our website which is in french.

However if you are interested in a document available in french and would like to have it in English, please contact us and we will provide for you an English version.

Employers and workers have a shared responsibility to maintain a safe work environment. In this age of coronavirus, there is no risk to be taken. Hence the importance of implementing the recommendations prescribed by the authorities and of scrupulously complying with them.

### THE EMPLOYER'S GENERAL PREVENTIVE MEASURES

- Provides a safe work environment.
- Reviews work methods and procedures to respect social distancing.
- Provides hygiene and personal protective equipment.
- Informs and communicates regularly with their employees.
- Has an emergency measures plan and a business continuity plan.

### THE WORKER'S GENERAL PREVENTIVE MEASURES

- Follow the rules if he believes he has symptoms of COVID-19.
- Wears the personal protective equipment provided, cleans and disinfects it, especially at the beginning and end of the shift.
- Ensure that PPE is not transferred from one colleague to another or that it is cleaned and disinfected according to the provided recommendations for the products.
- Participates in all other sanitary and preventive measures implemented within the company.

**IN CASE OF FLU-LIKE SYMPTOMS (FEVER, COUGH, DIFFICULTY BREATHING, SUDDEN LOSS OF SENSE OF SMELL)  
CALL 1 877 644-4545.**

# GENERAL PREVENTIVE MEASURES TO ESTABLISH BEFORE THE RESUMPTION OF OPERATIONS

Get the adaptable document in the section *My Space* of our website





**Objective: to respect social distancing (2 meters between employees).**

## Workplace design that promotes social distancing

- Install partitions (e.g. Plexiglas sheets) to create safe work spaces at the reception desk, between workstations, etc.
- Install, at strategic places, the disinfectants required for the activities to be carried out.
- Promote physical distancing through the use of floor markings and traffic corridors, both indoor and outdoor.
- Condemn cubicles or urinals in toilets that are too close together and establish a maximum number of users according to the room configuration.
- Replace the cloth used in the toilet for drying hands with single-use paper.
- Remove chairs or make them unavailable in cafeteria areas or meeting rooms.
- Provide the required personal protective equipment (e.g. masks, visors) when physical separation requirements are temporarily not applicable. (See on page 3)
- Provide training to workers on the proper use of protective equipment.
- Post a reminder of physical distance instructions at key locations.



## Working methods and procedures

- Develop a disinfection procedure, in accordance with the recommendations of the Direction de la santé publique du Québec, in the event that a worker with COVID-19 come into contact with the workplace.
- Adapt the reception of merchandises and packages to the unloading docks and reception. *My space* 
- Introduce a reception procedure to check the health of workers and visitors. *My space* 
- Arrange working hours to reduce the number of workers occupying the same workplaces (e.g. workstations, meals, breaks).
- Reduce the size of work teams as much as possible and promote team stability.
- Discontinue the loan of equipment made available to visitors; require them to bring their own PPE.

## Cleaning and disinfection measures

- Establish rules for the disinfection of machines, equipment, tools and appliances (e.g. steering wheel and support points on a forklift truck).
- Define rules for the disinfection of high contact surfaces (ramps, door handles, light switches, telephones, keyboards, mice, remote controls, etc.) and common areas (toilets, cafeteria, etc.).
- Inspect the premises, check the safety of equipment and machinery and ensure proper cleaning and disinfection.
- Establish a checklist to follow up on cleaning and disinfection.
- Make hygienic materials available (water, soap, hydroalcoholic gel, disinfectant wipes, disposable towels, surface disinfectant, wastebasket, etc.) for all employees and on all shifts.
- Communicate the rules for using cleaning and disinfecting products.
- Remove or store items that are only occasionally used or cannot be easily cleaned (articles, newspapers, magazines, etc.).
- Provide staff with individually wrapped plastic dishes and utensils for the cafeteria or ask them to bring their own utensils and take care of them.
- Turn off vending machines (coffee, snacks, water, etc.) or install hand sanitizing solutions nearby.
- Remind smokers to maintain a distance of 2 metres and to avoid lending cigarettes and lighters.

## Information for company employees

- Prepare a health registry including the health check questionnaire (from public health) and health measures to be followed. Have employees and visitors sign in when they arrive at the company. *My space* 
- Update emergency contact information for employees and contractors.
- Change the greeting phone message to tell visitors to call before visiting.
- Prepare an information document on the sanitary rules to be followed in the company for workers and visitors. *My space* 

# GENERAL PREVENTIVE MEASURES TO ESTABLISH BEFORE THE RESUMPTION OF OPERATIONS

Get the adaptable document in the section *My Space* of our website



**Objective: to prevent the spread of the coronavirus.**

## Daily verification of the health status of workers, visitors, suppliers and subcontractors

Check the health of workers and other visitors by having them complete and sign the register provided for this purpose. *My space*

Follow the procedure in the event of a positive answer to a question related to the Covid-19 symptoms experienced by an employee or visitor. *My space*

*Note: Taking the temperature is not recommended since the result is unreliable, especially for workers who perform their tasks outdoors.*

## Cleaning and disinfection measurement

Make regular rounds to ensure that all cleaning and disinfecting equipment and products are available and in sufficient quantity.

## Information for employees of the company

Inform workers and visitors of the sanitary measures to be respected by means of an information document and posters (e.g. wash or disinfect their hands before entering the company). *My space*

Here are the minimum health instructions to be communicated:

- Wash hands often with warm running water and soap for at least 20 seconds.
- Use an alcohol-based hand sanitizer if soap and water are not available.
- Cough into your elbow.
- If you use a tissue, discard it after use and wash your hands.
- Avoid touching our face.
- Observe social distancing by maintaining a distance of 2 metres between people.
- Avoid sharing tools or office supplies.

Remind the instructions on a daily basis and invite workers with questions or concerns to communicate them to their manager.

Encourage employees to report incidents or difficulties in following instructions so that unexpected situations can be dealt with quickly.

## Measures for first aid responders

Provide additional protective equipment for the rescuer (e.g. visor, disposable gloves, lab coat, mask). Provide additional masks for the injured worker, if necessary.

With the first-aid workers, review and adapt the organization of first aid. *My space*

## Psychological support measures

Be on the lookout for symptoms of anxiety, depression or stress in your workers. Refer them to your Employee Assistance Program (EAP) if you have one, or to the various psychological help resources.

- Info-Sociale 811
- Tél-Aide Québec
- L'Ordre des psychologues du Québec

For tasks that absolutely require being within 2 metres of another person without a physical barrier, the Direction de la santé publique recommends, **UNDER CERTAIN CONDITIONS**, the wearing of a mask and visor.

The recommendations vary according to the sector of activity. Consult the Institut national de santé publique du Québec website [www.inspq.qc.ca](http://www.inspq.qc.ca) under COVID-19, *Santé au travail*, to find out which measures are appropriate for your activities.

# MULTIPRÉVENTION IS THERE FOR YOU!

Do you need advice on how to implement the health measures prescribed by public health? If you wish, we can take a virtual tour of your workplace to help you reduce the risk of coronavirus spread. For any other question related to health measures or occupational health and safety, MultiPrévention's counsellors can help you. Do not hesitate to call us, by phone or e-mail.

## THE ESSENTIALS IN THE CONTEXT OF THE PANDEMIC

In addition to our advice and assistance services, MultiPrévention helps you to organise occupational health and safety in your company by providing you with:

- Adaptable documents and procedures. You will find them in the My Space section of our Web site, reserved for members of our association. Registration is required. Not registered? Call us: 450 442-7763.
- Useful resources and documents on the coronavirus are available to all on our Web site: official sources, work organization in the context of a pandemic, personal protective equipment, etc.

## CONSULT THE CNESST VIRTUAL INFORMATION PACKAGE ON COVID-19

This kit includes a Guide to Workplace Health Standards - COVID-19, a guide for the manufacturing sector and a summary sheet to report on the health measures implemented by the employer. The kit will be evolving and will adapt to Public Health measures and recommendations.

## ADDITIONAL INFORMATION ABOUT COVID-19

Consult our COVID-19 Watch on our website to keep you informed of current research and developments on the subject.

## THE SITUATION IN RELATION TO COVID-19 IS CHANGING RAPIDLY AND SO ARE THE REQUIREMENTS.

Designate a person responsible for monitoring the most recent requirements of the Institut national de santé publique du Québec on a daily basis:

<https://www.inspq.qc.ca>  
or 1 877 644-4545

Adapt your procedures and protocols accordingly and don't forget to communicate the information to everyone in your company.

## THINK AHEAD

In the event of a 2nd wave of the pandemic or another pandemic, use this document as a guide to supplement or adapt your emergency preparedness and business continuity plan.

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[www.multiprevention.org](http://www.multiprevention.org)

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