



# COVID – 19 Employer Measures Cheat Sheet

## New Rules April 1<sup>st</sup>, 2020

If your business is considered critical you must:

- Ensure separation of one to two metres between all persons within the business and follow additional measures to ensure the safety and health of your staff and customers.
- Screen and encourage employees to NOT attend work if they are feeling unwell or demonstrating symptoms

For further clarifications we recommend using the Question and Answer section of Engage MB website. [Link](#)

### Maintain Clean Facilities & Vehicles

- Post signage throughout the workplace
- Encourage proper cough etiquette and hand hygiene
- Regularly clean all touched surfaces frequently
- Remove papers and other objects that cannot be cleaned from common spaces
- Ensure proper ventilation
- Disinfect all vehicles being dropped off and picked up, including keys
- Leave doors open if possible, to reduce people having to touch door parts
- Use PPE where appropriate
- Wear gloves when handling vehicles, and plastic seats

### Use Social Distancing to Conduct Business

- Encourage virtual communication and meetings
- Discontinue non-essential work-related travel outside of Manitoba.
- Vet customers over the phone for recent travel or illness, prior to in person appointments
- Separate chairs in customer waiting areas or place lines on floor
- Assess separation of workstations and shop bays
- Tape floor lines to ensure 2-meter separation
- Limit entry into facilities – stagger customer and contractor appointments
- Consider only using vans for shuttle purposes.
- Allow only one customer per shuttle vehicle - customer to sit at farthest seat from driver.
- Shuttle vehicles are to be disinfected after each trip.

### Handling Money

- Try to accept only contactless forms of payment
- Post signage stating you will no longer be accepting cash
- If cashless payment is not possible, wear gloves and always wash your hands after handling cash
- Consider cleaning polymer bank notes with a bit of soap and water since they are resistant to moisture.

### Safety

- Have you Conducted a risk assessment of your operations limiting exposure for public and staff?
- Developed Safe Work Procedures for limiting spread of COVID
- Communicated measures to your staff each time process or rules change?
- If not, we have several resources that are made available to you on our website. <https://s2sa.ca/covid-19-resources/>