



# HEALTHY WORKPLACE AWARDS 2020

HEALTH & SAFETY AWARD | CRITERIA AND CHECKLIST: ALL CATEGORIES

PRESENTED IN PARTNERSHIP BY



Canadian Mental  
Health Association  
Windsor-Essex County



WINDSOR-ESSEX COUNTY  
**HEALTH unit**  
Bureau de santé de Windsor-comté d'Essex



familyservices  
WINDSOR-ESSEX  
COUNSELLING & ADVOCACY CENTRE

## WORKPLACE HEALTH & SAFETY AWARD (INFECTION PREVENTION, PROTECTION, AND CONTROL)

To be recognized for this award, your organization must have demonstrated a commitment to support the health, safety, and well-being of your employees, clients, and customers in response to the COVID-19 pandemic. The following criteria is based on the [hierarchy of hazard controls](#), a framework used in occupational health to protect workers and customers. The hierarchy prioritizes the implementation of the most effective health and safety measures (e.g., work from home) before considering the less effective measures (e.g., personal protective equipment) to prevent the spread of COVID-19 in the workplace. The less effective measures should only be considered when it is not practical to implement the more effective measures or when otherwise mandated by your public health authority.

From the lists below, select the activities or measures that have been implemented to prevent the spread of COVID-19 in your business or workplace.

### BRONZE

To qualify for the BRONZE award, your business or workplace must demonstrate that you have implemented at least ONE activity for BOTH promotion/awareness raising and education/skill-building health promotion strategies. Please provide evidence (e.g., picture, screenshots, electronic documents, or other proof) for each activity or measure along with a short description.

#### PROMOTION/AWARENESS RAISING

These activities can include distributing credible information (e.g., posters, fact sheets, articles, web links, and other resources) through workplace wellness bulletin boards, by posting notices in common areas, e-blast/email reminders, intranet/internal communication, and social media to promote the following:

**Information about how COVID-19 is spread**

Attach evidence: \_\_\_\_\_

This may include sharing information by providing posters, flyers, or credible links on the intranet that show and/or explain how the virus is spread.

**Information on proper hand hygiene (e.g., washing hands with soap and water, or using hand sanitizer)**

Attach evidence: \_\_\_\_\_

This may include posting and promoting hand sanitizing and hand washing signage or illustrations at entrances, and key locations throughout the workplace.

**Information on proper respiratory etiquette (e.g., cough, sneeze, mask, PPE), physical distancing, and other infection control requirements.**

Attach evidence: \_\_\_\_\_

This may include sharing and posting infection control information, along with signage at entrances and key locations throughout the workplace.

**Environmental cleaning and disinfection**

Attach evidence: \_\_\_\_\_

This may include an awareness of which items are “high touch” and how often these objects and surfaces should be thoroughly cleaned and disinfected. It could also include signage indicating whether high touch objects or surfaces have been sanitized and are ready to use.

**Other**

Attach evidence: \_\_\_\_\_

## EDUCATION AND/OR SKILL-BUILDING

These activities may include checklists, online courses, virtual learning modules, webinars, presentations, or other video resources, to promote education and/or skill-building in the workplace on various topics such as the following:

**Pandemic planning**

How education or training was provided: \_\_\_\_\_

This may include engaging employees in reviewing and providing input for the development of the organization's pandemic planning document. At the very least, everyone should be required to review relevant sections and be familiar with the pandemic plan.

**Workplace health and safety procedures (e.g., training/re-training)**

How education or training was provided: \_\_\_\_\_

This may include educating employees on the unique Health and Safety requirements related to COVID-19 management in your workplace environment. Existing Health and Safety communication channels may continue to be used.

**Environmental cleaning and disinfection best practices**

How education or training was provided: \_\_\_\_\_

This may include educating employees how to properly clean and disinfect their workspace, as well as how to properly wear the appropriate personal protective equipment while cleaning and disinfecting the workplace.

**Respiratory (cough and sneeze) etiquette**

How education or training was provided: \_\_\_\_\_

This may include educating employees on proper cough and sneeze etiquette, including how and where to dispose of the tissue and other related waste.

**Hand hygiene**

How education or training was provided: \_\_\_\_\_

This may include educating employees how to properly clean and disinfect their hands including proper hand washing and sanitizing. This can be provided through conducting hand hygiene audits, using the "Germ Glow" kit, or by sharing video links and/or infographics.

**Use of personal protective equipment (PPE)**

How education or training was provided: \_\_\_\_\_

This may include providing employees with education and training regarding which PPE they require for which tasks, as well as how to properly don and doff their PPE. This could, for example, be achieved through video links, infographics, and/or other methods

**Other**

Attach evidence: \_\_\_\_\_

**SILVER**

To qualify for the SILVER award, your business or workplace must demonstrate that you have implemented at least ONE activity from promotion/awareness, at least ONE from education/skill-building, in addition to at least ONE activity under environmental and administrative supports. Please provide evidence (e.g., picture, screenshots, electronic documents, or other proof) for each activity or measure along with a short description.

**ENVIRONMENTAL & ADMINISTRATIVE SUPPORTS**

Select at least one or more environmental and administrative supports that have been implemented in your business or workplace to prevent the spread of COVID-19:

 **Workplace/office modifications**

Type of environmental support provided: \_\_\_\_\_

This may include separating workers from customers using floor decals, ropes, pylons, stanchions, Plexiglas, installing other barriers, or adjusting the space to separate employees in occupied workstations by 2 metres, where installing a barrier was impractical. Other types of environmental and administrative supports include removing unnecessary doors that many people would have to touch and modifications to improve the ventilation system.

 **Protocols for the regular cleaning and disinfection of high-touch surfaces and objects with Health Canada approved cleaners and disinfectants**

Type of environmental support provided: \_\_\_\_\_

This may include the distribution of fact sheets, video links, e-learning modules, and MDS cleaning product information intended to assist employees and others in the workplace to be able to safely clean and disinfect their designated workspace and high touch surfaces safely and effectively.

 **Modification of customer interactions or product/service delivery**

Type of environmental support provided: \_\_\_\_\_

This may include contactless curbside pickup, limiting the number of people in a space at one time using appointment only services, drive-thru, and no-cash transactions.

 **Hand sanitizer or handwashing**

Type of environmental support provided: \_\_\_\_\_

This may include if your business or workplace installed hand sanitizer dispensers/stations or made washrooms, soap, and water more easily accessible. Dr. Wajid Ahmed, Medical Officer of Health for the Windsor-Essex County Health Unit, issued a [class order](#) under Section 22 of the Health Protection and Promotion Act to mandate commercial establishments to provide alcohol-based hand rub at points of entry and exit. This order came into effect on June 26, 2020.

 **Personal protective equipment (PPE)**

Type of environmental support provided: \_\_\_\_\_

This may include PPE for employees and customers/clients (e.g., non-surgical masks, gloves, etc.). PPE use may be considered once other controls have been carefully considered and all feasible options implemented. Face coverings are not an appropriate substitute for physical distancing in the workplace; however, your local public health authority may mandate their use as an added precaution to protect the health and safety of workers and customers. The [class order](#) issued by Dr. Wajid Ahmed, Medical Officer of Health for the Windsor-Essex County Health Unit mandates all commercial establishments to prohibit persons from entering or remaining on their premises if they are not wearing a face covering.

 **Other**

Type of environmental support provided: \_\_\_\_\_

**GOLD**

To qualify for the GOLD award, your business or workplace must demonstrate that you have implemented at least ONE activity from promotion/awareness, at least ONE from education/skill-building, at least ONE from environmental and administrative supports, in addition to ONE or more supportive policies from the list below. Please provide evidence (e.g., picture, screenshots, electronic documents, or other proof) for each activity or measure along with a short description.

**SUPPORTIVE POLICIES**

Policies should outline the expectations for employees, employers, contractors, and customers in the workplace or business setting to ensure the health and safety for all parties. Please select all the supportive policies that have been implemented in your business or workplace to prevent the spread of COVID-19 such as the following:

**Infection prevention, protection & control policy (e.g., workplace environmental cleaning and disinfection or building sanitation policies)**

Attach evidence of policy: \_\_\_\_\_

You may include how many times per day the workplace was cleaned and disinfected and if the policy highlighted the assigned roles and responsibilities of each worker.

**Alternate work arrangement policy**

Attach evidence of policy: \_\_\_\_\_

This policy may indicate whether alternative work arrangements allowed for variations such as working from home, providing services virtually, staggering work shifts, or other flexible work arrangements.

**COVID-19 screening**

Attach evidence of policy: \_\_\_\_\_

This policy should include a process for how employees are screened before reporting to their shifts (e.g., Ministry of Health [COVID-19 Self-Assessment Tool](#), COVID-19 symptom checklists, or other tools). This policy should instruct workers to self-monitoring on a regular basis, while outlining the expectations for workers to stay home or off the premises if they are experiencing COVID-19 symptoms. Workers should complete the self-assessment and follow up with a healthcare provider, where necessary.

**How to isolate people if they become ill/sick at work policy**

Attach evidence of policy: \_\_\_\_\_

This policy should include a designated area in your business or workplace for employees or customers experiencing symptoms and if there is a plan in place to return them home safely.

**Sick leave policy**

Attach evidence of policy: \_\_\_\_\_

This policy would include details on how someone is to report an illness and how their sick time would be managed (differently) if they are staying away from work due to COVID-19 symptoms and directions to stay away from work if they or someone in their household is sick.

**COVID-19 return to work and anti-stigmatization policy**

Attach evidence of policy: \_\_\_\_\_

This policy should include plans for workers to return to work in a safe and non-stigmatizing way after being required to self-isolate due to a positive test for COVID-19, close contact with a confirmed case, or recent travel.

**Other**

Attach evidence of policy: \_\_\_\_\_

## WINNER'S BOOKLET SUBMISSION: WORKPLACE STATEMENT

- Please submit a maximum 200-word write-up that highlights some of the challenges your business or workplace faced, in terms of planning to meet the needs of your employees and the community at large. Briefly share some of the strategies that were adopted to respond to the various challenges posed by COVID-19. You may also discuss some key resources you have developed or have found useful during your pandemic planning and response for COVID-19. These success stories will be shared on blogs or social media during Canada's Healthy Workplace Month in October and will be hosted on the workplace wellness section of the WECHU website.