

# Workplace Safety North Guidance on forestry during COVID-19

## 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 employees 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](#)

## Best practices

The health and safety of workers is a top concern amid the global COVID-19 pandemic. During this time, all parties must place an increased focus on health and safety in order to keep job sites open.

All measures taken to prevent the spread of COVID-19 should be done in compliance with requirements under the *Occupational Health and Safety Act* and associated regulations and public health directives issued by the Chief Medical Officer of Health.

In addition, below are a set of resources, tips and best practices to help employers prevent the spread of COVID-19.

## Protecting yourself and your co-workers

Coronaviruses are spread through close contact, including at work. Here are some helpful tips to help prevent the spread of germs:

- 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 immediately and wash your hands afterward.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.
- Stay home if you are sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Increase the cleaning frequency of your work and personal vehicles – for everything from seats to commonly touched surfaces like steering wheels, gear shifts, radio controls and keys. Be sure to follow safe practices when using a cleaning agent and use an appropriate cleaner for the job.
- Wash your clothes as soon as you get home.
- If you are ill: notify your supervisor immediately, complete the [self-assessment](#) and follow the instructions you get.

## Reporting illness

The symptoms of COVID-19 are like many other illnesses, including the cold and flu. At this time, it is recommended that any worker who has any symptoms related to cold, flu or COVID-19 should be sent home.

In addition, employers should advise these workers to complete the [online self-assessment](#) or **call either**:

- Telehealth: 1-866-797-0000
- their primary care provider (for example, family physician)

Please note that additional resources, policies and procedures are being developed to provide additional support in this area.

## Getting information on infection prevention and control

Employers can contact local public health units for questions on workplace infection prevention and control related to COVID-19 infections. Please note additional resources, policies and procedures are being developed to provide additional support in this area.

## Ministry of Labour, Training and Skills Development reporting requirements

If an employer is advised that a worker has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), the employer is required to notify:

- the Ministry of Labour, Training and Skills Development (MLTSD) in writing within four days
- the workplace joint health and safety committee or a health and safety representative
- a trade union (if applicable)

## Share information

It is important that all parties in a workplace communicate their roles and responsibilities. Employers will need to ensure health and safety policies are updated and posted for all workers to see. Using industry resources, including this one and those produced by the Workplace Safety North (WSN) will improve on-site understanding.

## Post your policies

All employers need to post and communicate COVID-19 policies to workers.

These policies should cover how the workplace will operate, including, but not limited to:

- the sanitization of the workplace
- how workers report illnesses
- how to ensure physical distancing
- how work will be scheduled

## Physical distancing (two metres)

As advised by the Chief Medical Officer, public health officials, and outlined throughout government communications, physical distancing is required to control the spread of COVID-19.

Implement all measures to ensure physical distance and separation between people.

If physical distance and separation cannot be maintained, personal protective equipment (PPE) should be available for workers.

Where PPE for COVID-19 is needed in non-health care settings:

- it will likely consist of a procedure or surgical mask, and eye protection (face shield or goggles)

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- gloves will not usually be needed as they do not provide any more protection than hand washing or using hand sanitizer
- it will not include a respirator (N95s and equivalent alternatives). These are only required in specific circumstances, for example where aerosol-generating medical procedures are performed.

Workers must use personal protective equipment (PPE) as required by their employer. Workers should be trained on the proper use, care and limitations of any required PPE.

Workers who wear PPE for protection against workplace hazards besides COVID-19 must continue to use that PPE as required. This includes gloves for new cleaning and disinfecting products workers use because of COVID-19.

The need for PPE should be based on a risk assessment that may take into consideration input from local public health units. Supplies of some types of PPE are limited. Make sure you are using the right controls to protect your workers.

NOTE: Face coverings (non-medical masks) do not constitute PPE and are not an appropriate substitute for physical distancing in the workplace. To learn more about PPE as well as face coverings, please refer to these sections in the Guide to Developing your Workplace COVID-19 Safety Plan at <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

Customers, clients, and visitors may be asked to wear a face covering (non-medical or cloth mask) to protect those around them.

In order to ensure physical distancing on site, employers should consider:

- staggering start times
- staggering shifts and break times
- staggering lunches
- using outdoor spaces
- restricting the number of people on-site and where they are assigned to work
- controlling site movement (by limiting the potential for workers to gather)
- limiting the number of people working in one space at the same time so that they can distance themselves from each other
- minimizing the number of people using each piece of equipment in instances where sharing equipment cannot be avoided
- holding meetings in an outside or large space to enable physical distancing
- limiting unnecessary on-site contact between workers, and between workers and outside service providers, and encourage physical distancing in these areas

If engineering and process design limits the ability to meet physical distancing guidelines, ensure employee screening protocol is effective and consider provision of additional personal

protective equipment to employees required to work in close proximity (for example, face shields).

### Workplace sanitation

Coronaviruses are spread person to person through close contact, including at work. While employers always have an obligation to maintain clean worksites, that obligation is under sharper focus during an outbreak like the current COVID-19 pandemic.

Regular ventilation practices are encouraged, such as opening doors and windows to reduce build-up of exhaust fumes or other non-COVID contaminants and to control other hazards such as heat.

Where appropriate or possible (for small buildings or vehicles), ventilate spaces by opening windows and doors.

For more information on Heating, Ventilation and Air-Conditioning, see the [American Society of Heating, Refrigerating and Air-Conditioning Engineers standards](#).

Employers should focus on:

- access to soap and water (ways to properly clean hands) or alcohol-based hand sanitizer
- having all employees and visitors wash their hands thoroughly with soap and water, or an alcohol-based hand sanitizer if soap and water are not available, before entering the workplace, after contact with others, or with surfaces others have touched. Be sure to include handwashing before breaks and at shift changes
- cleaning washroom facilities
- sanitizing commonly touched surfaces or areas (such as door handles, buttons, handrails, operator controls, seats, and operator booths)
- enabling sanitization of shared equipment in instance where sharing equipment cannot be avoided
- posting signage on hygiene in English and the majority workplace language so everyone can understand how to do their part

### Adjust on-site and production schedules

Physical distancing will result in lower staffing on job sites. In order to keep sites open, employers will need to adjust production schedules as the impacts of physical distancing become clear.

Schedules should consider:

- limiting number of workers to critical number by staggering work schedules

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- using job rotation
- postponing projects and tasks that don't need to be done now
- sanitation of sites and workspaces
- site planning to facilitate appropriate physical distancing (two metres) between workers during any particular shift
- rules for any work that requires workers within two metres of each other, this could include full personal protective equipment
- work-site mobility and transportation

### Track and monitor your workforce

Due to the latency period of COVID-19, it is important to track where workers have worked. If a worker tests positive for COVID-19, the local public health unit will ask employers to provide information on where the worker worked as well as the contact information of any other worker who may have been exposed. Employers will track information and Public Health Units will respond.

## Resources

Every workplace should have a plan for how COVID-19 risks will be controlled in their workplace. For information to help develop a plan, please refer to the guide to developing your workplace COVID-19 safety plan on <https://www.ontario.ca/covidsafety>.

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

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- 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

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.

[INFOGRAPHIC: Forest Products Sector Enhanced Safety Measures for Preventing Pandemic](#) – download and share

*If you would like additional information, resources, or assistance with any of your health and safety needs, please contact Workplace Safety North (WSN) by phone 1-888-730-7821, email [customercare@workplacesafetynorth.ca](mailto:customercare@workplacesafetynorth.ca), or [contact your local WSN Health and Safety Specialist](#).*