

COVID-19 Risk-Reduction Guidance for Manufacturing Facilities

Guidance for the Cosmetics & Personal Care Products industry to help keep workers safe and healthy, and business in operation, during COVID-19.

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1. Overview

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep workers, customers, suppliers and the public safe and healthy so we can stop the spread of the virus.

This includes everyone working in the manufacturing sector who need to consider how to prevent the spread of COVID-19 at work, including:

- operators
- cleaners
- material handlers
- engineers
- shippers/receivers
- office administrators
- production managers
- supervisors
- maintenance staff

Employers and workers have certain duties and rights under provincial Occupational Health and Safety legislation. Employers should also review and follow any applicable directives and guidance coming from the Chief Medical Officer of Health and Ministry of Health in the applicable provincial jurisdiction. To prevent the spread of COVID-19 everyone should comply with the requirements.

Below is a set of resources, tips and best practices compiled from various government and industry resources to help employers and workers in a manufacturing setting prevent the spread of COVID-19.

2. Protecting Yourself and Your Co-Workers

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

- Where a mask and insist others wear one as well
- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Wash or sanitize hands after making or receiving deliveries.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterwards.
- 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 afterwards.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Wash your clothes as soon as you get home.
- If you are ill: notify your supervisor immediately, complete the Government's [online self-assessment](#) tool and follow the instructions.

3. Screening Employees and Visitors for Covid-19

It is critical that all employees, including contractors, self-monitor their health status and that of their family and those with whom they are in close contact. Before coming to work EVERY DAY, all employees should self-assess by considering the suggested screening questions outlined below. If any answer is YES, employees should not come to work and contact their supervisor/HR.

If an employee has been tested for COVID-19, even if they have no symptoms, they should contact their supervisor/HR and STAY HOME until they get test results and are approved to return to work.

Upon entering the building, employees and visitors (e.g. suppliers, customers) should review a clearly posted set of Covid-19 screening questions (suggested questions outlined below). They should NOT proceed into the building if the answer is YES to any of the questions. They must leave the building and employees should contact their supervisor/HR for further direction. By proceeding into the building, they are confirming that the answer to all questions is NO.

Suggested Screening Questions:

1. Are you now, or have you in the past 14 days, been experiencing any new or worsening symptoms of COVID-19? (Note: Symptoms should not be chronic or related to other known

causes/conditions):

Fever, chills, cough, difficulty breathing or shortness of breath, not feeling well/extreme tiredness/sore muscles, loss of sense of smell or taste, diarrhea, nausea, vomiting, abdominal pain, sore throat, trouble swallowing, runny/stuffy nose/nasal congestion or sneezing.

2. Have you within the past 14 days cared for, or lived with, or had direct contact with any confirmed or probable case of COVID-19?
3. Have you or a member of your household within the past 14 days been advised to home quarantine because of an exposure, potential exposure or a confirmed case of COVID-19 or are you waiting for COVID-19 test results?
4. Have you or anyone in your household travelled outside of the country in the past 14 days?

Employees:

- All employees, including contractors, should be familiar with these questions EVERY DAY and by entering the building, they are confirming that the answer to all questions is NO.

Visitors:

- All visitors (e.g. suppliers, customers) should complete, date, and sign a screening form before entering the building. Anyone who presents with a positive response for symptoms should be turned away.

Sanitizing Stations and Masks:

Hand-sanitizer should be made available at the building entry as well as extra masks. Upon entry to the building employees and visitors should be instructed to sanitize their hands and they MUST wear a mask at all times.

Several sanitizing stations should be set up throughout the facility, including common areas such as the cafeteria and breakrooms.

Temperature Screening and COVID Testing:

The employer should consider the additional measure of temperature screening (e.g. thermal camera) for employees and visitors entering the building as well as COVID testing utilizing a periodic COVID PCR saliva swab test.

4. Mask Protocol

While mandatory temperature screening upon entry, physical distancing at all times and practicing good hand hygiene are still important ways to mitigate the spread of COVID-19, wearing a face mask, even if you don't feel sick, is one of the most important tools in helping reduce the spread of the virus.

All employees and visitors must wear a mask upon entering the building.

- Masks must be worn at all times other than as noted below and they must **AT ALL TIMES fully cover your nose, mouth and chin.**
- If someone has a medical condition that requires the use of an alternate type of face mask, HR should be notified to help consult.

Suggested Protocols:

Lunch and Breaks:

- Do not remove mask when entering the cafeteria or breakroom.
- All individuals should always endeavor to physical distance.
- Go to the fridge, microwave, etc. PRIOR to removing your mask. Sanitize or wash your hands before you eat.
- Masks should only be removed when eating and placed on a clean paper towel where you are sitting. Masks should be placed with the inside facing down.
- Directly after you have eaten, put your back mask on. Masks must be put back on directly after eating to minimize people sitting/walking around without a mask, i.e. masks must be on while sitting at the table after you have eaten, going to the fridge, etc.

Personal Offices:

- Employees working in offices must always wear their mask unless they are alone, and the door is completely closed.
- Eating and drinking while in a personal office is only permitted where there is a single occupant, and the door is closed.
- Only critical visits in an individual's office with the door OPEN.
- Only one visitor in an office for a maximum of one hour with minimum 6' distancing and masks on 100% of the time

Cubicles:

- Individual cubicles are for single occupancy only. Two or more people at a single workstation is not permitted.
- Employees working in cubicles must always wear their mask other than briefly when eating or taking a drink.

Meeting Rooms:

- In-person meetings only if business critical and cannot be conducted virtually.
- Meetings should be the shortest duration possible.
- Room capacities noted on doors cannot be exceeded to ensure physical distancing.
- Removing of masks for eating/drinking during meetings is not permitted. Masks should always remain on.

5. Physical distancing (two meters)

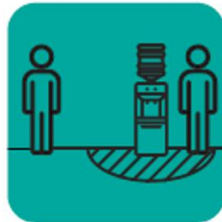
As advised by Chief Medical Officers and public health officials across the country, physical distancing is required to control the spread of COVID-19.

Tips for employers to use to help ensure physical distancing in the workplace:

- Restrict the number of people on-site and where they are assigned to work.
- Office workers should work from home (all who can based on their job responsibilities)
- Stagger start times, shifts, breaks, and lunch times.
- Control site movement (by limiting the potential for workers to gather).
- Add floor markings and barriers to manage traffic flow and physical distancing.
- Limit the number of people working in one space at the same time.
- Limit unnecessary on-site interaction between workers, and with outside service providers.
- Hold meetings in an outside or large space.
- Establish and post occupancy limits in meeting rooms and other spaces, as necessary.
- All individuals in standing conversation, whether static or walking must endeavor to remain 6' apart at all times.



Create space
between people



Control gathering spots
to keep distance



Reduce contact between
workers and suppliers



Install barriers
between workers

Specific Suggestions:

Production Floor:

- Stagger shifts, start times, breaks, and lunch times.
- Post directional signs for in/out traffic to prevent shift personnel overlap.
- Create a separate “holding area” at shift change with space for physical distancing.
- Install barriers between workers and production areas where practical; this can include plexiglass.
- Minimize the number of people using each piece of equipment in instances where sharing equipment cannot be avoided.
- Assign COVID “champions”/team captain/shift leader/etc. to conduct periodic “physical distancing” audits.

Locker Rooms:

- Post directional traffic signs.
- Space out lockers.
- Stagger shifts.
- Assign COVID “physical distancing champions” to monitor.

Cafeteria:

- Stagger lunches and breaks.

- Space out seating arrangements and install barriers between tables.
- Assign COVID “physical distancing champions” to monitor.

Personal Offices, Cubicles, and Meeting Rooms:

- Only critical visits in an individual’s office with the door OPEN.
- Only one visitor in an office for a maximum of one hour with minimum 6’ distancing and masks on 100% of the time
- Individual cubicles are for single occupancy only. Two or more people at a single workstation is not permitted.
- Install barriers/partitions for workstations.
- In-person meetings only if business critical and cannot be conducted virtually.
- Meetings should be the shortest duration possible.
- Room capacities noted on doors cannot be exceeded to ensure physical distancing.

6. 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 now critical due to COVID-19.

Tips for employers to use:

- Provide ways to properly clean hands, by providing access to soap and water or alcohol-based hand sanitizer.
- Have all employees and visitors wash their hands thoroughly with soap and water before entering the workplace and after contact with surfaces others have touched.
- Post hygiene instructions in English and/or French and the majority workplace language so everyone can understand how to do their part.
- Include handwashing before breaks and at shift changes.
- Clean washroom facilities thoroughly and often.
- Provide a safe place for workers to dispose of used sanitizing wipes and personal protective equipment.
- Janitors have a checklist of areas/surfaces to be cleaned and specific details for proper cleaning/disinfecting procedures.
- Sanitize commonly touched surfaces or areas such as entrances, counters, washrooms and kitchens with a Health Canada approved disinfectant.
- Sanitize shared equipment (where sharing of equipment cannot be avoided).
- Production Floor workers are provided cleaning/disinfecting materials and are required to clean their work area prior to starting work.
- Consider a captive boot/personal protective equipment program to limit this equipment’s use outside of the production/processing environment.
- Introduce more fresh air by increasing the ventilation system’s air intake or opening doors and windows. Avoid central recirculation where possible.



Clean workspaces regularly



Sanitize high-touch
surfaces often



Open doors and windows
to let in fresh air

7. Adjust Onsite and Production Schedules

Lowering staff levels on job sites may be required to maintain appropriate physical distancing and reduce the risk of transmission of the virus. Employers should look at how they can adjust their production schedules to support physical distancing, where possible.

Tips for employers to follow:

- Limit the number of workers to critical number by staggering work schedules.
- Consider job rotation.
- Postpone projects and tasks that don't need to be done now.
- Reschedule any unnecessary visits to the workplace by supply chain partners, vendors or others who don't need to be there now.
- Ensure sanitation of sites and workspaces.
- Carry out site planning to facilitate appropriate physical distancing between workers.
- Establish rules for any work that requires workers within two metres of each other. This could include full personal protective equipment.
- Offer work-site mobility and transportation, including hoist operations.

8. Track Your Workforce

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

9. Workers with COVID-19

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 symptoms related to cold, flu or COVID-19 be sent home, self-monitor and self-isolate. In addition, employers should advise these workers to complete the

Government's [online self-assessment](#) tool and to **call their primary care provider (e.g. family physician) or local public health.**

If the employer believes the worker may have COVID-19 or the worker has tested positive for the disease, the employer should conduct a risk assessment. Based on the results, local public health inspectors may require the employer to:

- inform co-workers who were exposed and send those workers home for two weeks.
- ask those workers to self-isolate and self-monitor and report any COVID-like illness to their employer.
- shut down the job site while the affected workplace and equipment are disinfected.
- implement other measures based on the advice of public health officials.

If a positive test for COVID-19 is a result of exposure at the workplace, or a claim has been filed with the Workplace Safety and Insurance Board (WSIB), the employer is required to notify the Ministry or Labour, their workplace health and safety committee or representative, and if applicable, the trade union.

10. Share Information with Employees

It is important that all parties in a workplace communicate their roles and responsibilities. Employers must ensure health and safety policies are updated and posted for all workers to see. Using industry resources, including this one and those produced by provincial health and safety agencies, will improve on-site understanding.

Specifically, 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
- screening measures

11. Resources

Employers can contact their local public health units for questions on workplace infection prevention and control related to COVID-19 infections.

COVID-19 Government Updates and Resources

Check periodically with your **Provincial Ministries of Health and Labour** to stay updated on the status of the outbreak, developments, and resources for industry in your province.

- [Government of Ontario](#)
- [Government of Quebec](#)

Also check with **Provincial Public Health Agencies** and local units for 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
- [Public Health Ontario](#)
 - [Quebec](#)

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 has been compiled from various government and industry resources. It 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.

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