

PANDEMIC RECOVERY: RETURN-TO-BUSINESS CHECKLIST

This checklist is intended as a self-assessment tool to assist you in ramping back up to regular business operations. While it is a high level guide, you may have unique requirements based on your type of business.

COMPLIANCE REQUIREMENTS

1. The person responsible for a place of business that continues to operate shall ensure that the business operates in accordance with all applicable laws, including the Occupational Health and Safety Act and the regulations made under it.
2. The person responsible for a place of business that continues to operate shall operate the business in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.

PRE-OPENING STEPS

*If no, indicate existing and recommended controls

Question	Yes	No*	N/A	Controls/Action
1. Have you reviewed the most up to date health requirements with your local health authority? i.e. building capacity, social-distancing protocols. Additional Resources: Local Health Authority, Public Health Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has a complete cleaning/disinfecting of all work surfaces been completed? Additional Resources: Centers for Disease Control and Prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are appropriate PPE readily available when staff return? Additional Resources: WSPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are work plans prepared for staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do you have confirmation of which staff will be returning and to what job function they will be conducting? Additional Resources: Consider staggered return by having smaller groups and Schedule onboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Will new hiring be required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Question	Yes	No*	N/A	Controls/Action
7. Will work stations need to be changed to accommodate public health protocols?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do any areas dealing with the public require modifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are any new signage for staff and the public required? Additional Resources: Public Health Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will business hours need to be modified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Have you initiated or completed any training that can be done remotely prior to return? i.e. WHMIS. Additional Resources: WSPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS

*If no, indicate existing and recommended controls

Question	Yes	No*	N/A	Controls/Action
1. Is the JHSC/Representative established and operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have the JHSC/Representative conducted workplace inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are your compliance training records up-to-date including any re-certification requirements? Additional Resources: WSPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you incorporated any health protocols into your operations? Additional Resources: Public Health Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is your Health & Safety Board up to date, and inclusive of any health policies and protocols?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Question	Yes	No*	N/A	Controls/Action
6. Has job appropriate and mandated H&S training been completed or scheduled for returning staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is Orientation/Training to new protocols and PPE provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are Mental Health strategies implemented? Additional Resources: WSPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do you have a plan in place if you suspect an employee or visitor/customer of being ill and possibly infectious? Additional Resources: Public Health Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

For more information, or for assistance in getting your business and your people back to the workplace, call WSPS at 1-877-494-9777.

Every worker. Healthy and safe. Every day.

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