

SUBJECT: COVID-19 (CORONAVIRUS) IN THE WORKPLACE

Version: April 6, 2020

Since January 2020, a new disease caused by a coronavirus has been causing respiratory infections in several countries: COVID-19. In Quebec, the spread of the coronavirus is currently under control, but the next few weeks will be critical. It is why several important measures have been taken by the government to limit the spread of the virus. Workplaces that are still open must collaborate with the government by applying the recommended preventive measures against COVID-19.

Attached is a fact sheet explaining the preventive measures recommended for all workplaces. We recommend that you quickly distribute this fact sheet to all your workers and post it in your workplaces.

Recommendations

- Anyone with a cough, fever, difficulty breathing (e.g. shortness of breath) or sudden loss of sense of smell without nasal congestion, with or without loss of taste, must not show up to work.
- An isolation period of 14 days is mandatory for all workers returning from abroad.
- Recommend teleworking where possible.
- Promote **hand hygiene** by making all necessary material available to workers (running water, soap, hydro-alcoholic solutions, contact-free garbage bins, disposable tissues, paper or paper towels, etc.).
- Promote **respiratory etiquette** (coughing in the hollow of the bent elbow or in a tissue that is immediately discarded after use, then washing hands as soon as possible).
- Encourage measures of **social distancing**:
 - Avoid all physical contacts (e.g. handshakes).
 - Respect a minimum distance of two meters between people. Coming across someone for a few minutes without any contact does not pose a risk (e.g. the person who enters a bus to go sit).
 - Cancel unnecessary meetings and gatherings and limit the number of people in dining areas.
- As recommended by governments, we invite you to avoid non-essential travel abroad (see the [Government of Canada's Travel Advice](#) and the [Government of Quebec's Travel Advice](#)). The Government of Quebec also recommends avoiding travel from one region to another and from one city to another, except in the case of necessity.
- Specific information for different workplaces that are part of essential services is available at the following website: <https://www.inspq.qc.ca/covid-19/sante-au-travail>.

Documents to post in the workplace

The following Government of Quebec documents can be posted in the workplace:

- [Staying at Home Means Saving Lives](#)
- [Washing Hands - Simple and effective](#)
- [Respiratory Hygiene – Protect the Health of Others](#)

Pandemic Preparedness Plan

To update or develop your pandemic preparedness plan, the following documents may be useful:

- [Guide - Preventive Measures in the Context of an Influenza Pandemic: for Employers and Workers in Québec](#) - the preventive measures recommended in this guide for influenza may apply to COVID-19.
- [Getting your workplace ready for COVID-19 from the World Health Organization](#)
- [Interim Guidance for Businesses and Employers from the Centres for Disease Control and Prevention](#)

For more information on COVID-19, visit the [Government of Quebec page](#).

For specific questions on occupational health and safety, labour standards and compensation, see the [Questions and Answers on COVID-19](#) page of the CNESST.

For more specific questions about your workplace, please contact the CNESST or your regional public health department in your area (telephone number).