

Daily Checklist

Quick Reference for First Nations Communities and Organizations

The purpose of this document is to support you in managing a healthy and safe work environment for operations to resume in the context of COVID-19. One employee for each building or premises should be designated as responsible for verifying this checklist daily.

☐ Every employee's health status has been validated

NOTE: _____

☐ The employees are informed of the procedure for leaving work if they exhibit at least one of the symptoms

NOTE: _____

☐ The employer has rearranged the workstations and reviewed work methods to respect two metres of physical distancing, whenever possible¹

NOTE: _____

☐ A physical distance of two metres is respected when entering and exiting the workplace as well as during breaks and meals

NOTE: _____

☐ The washrooms are cleaned and disinfected daily

NOTE: _____

☐ The dining area is cleaned before and after each use and disinfected every day (e.g. tables, refrigerator doorknobs, chair backs, microwaves)

NOTE: _____

☐ Frequently touched surfaces (e.g. doorknobs, faucets, toilets, telephones, computer accessories) are cleaned daily

NOTE: _____

☐ Tools and devices used are cleaned as soon as they have been shared and at the end of each day (photocopier, vehicles, brooms, etc.)

NOTE: _____

☐ Water and soap or a 60% hydro-alcoholic solution are available for hand washing

NOTE: _____

☐ Hygiene rules are posted, shared electronically, and followed

NOTE: _____

☐ A notice has been posted at the entrance of the workplace to inform suppliers, contractors, partners, and clients visiting, of the measures implemented to control the risks associated with COVID-19

NOTE: _____

¹ If an occupational health and safety committee or a prevention representative is present in the work environment, this person is consulted.