

Prepared By:

KFL&A Community Business Partners

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KINGSTON ECONOMIC
Development Corporation



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Guidance Document Overview

The following guidance document has been developed through consultation and review of industry best practices, available health and safety resources and input from various industry professionals. Based on the lack of a formal regulated document at this time, the process for re-occupancy of commercial, community and public spaces outlined herein should be used as a resource and basic framework to assist businesses and organizations as they plan for the varied stages of re-opening.

Should you have any questions with respect to worker, occupant, customer or client health and safety, please consult with a health care professional for specific recommendations.

If your organization is represented by a collaborative Union, has an in-house Joint Health and Safety Committee or a Human Resources team, we strongly suggest that you consult your safety representatives prior to initiating any action plan.

We encourage you to seek additional assistance through your local health and safety organizations if you have specific concerns or wish to engage third party practitioners for expert assistance.

If you have any questions with respect to essential service or operational allowances, please connect with one of your KFL&A Community Business Partners for direction and sector staging for re-opening.

As our business and community members' health and safety is a top priority, we encourage you to connect with us at any time for assistance or further direction.

Stay Well,

Your KFL&A Community Business Partners

Understanding Transmission Risks of COVID-19

Before implementing your business specific action plan, and prior to re-opening, you should ensure your management teams and your staff are aware of the risk hierarchy of COVID-19 transmissions. It's not uncommon that in situations involving health & safety, staff and customer based concern often outweigh potential risk.

For this reason; by adequately communicating the risks, your specific protective actions and communicating some degree of a completed risk assessment, will put many people at ease as you roll out your re-opening strategy.

The following is a general overview of transmission risks:

Higher Risk

- Droplet & Direct Contact (i.e., mouth transmission through sneezing, coughing, exchange or consumption of fluids etc.)

Lower Risk

- Indirect Contact (i.e., surface contact, material handling etc.)

Low Risk

- Airborne Transmission (i.e., ventilation systems, Heating and Air Conditioning systems)

Based on feedback and discussion with health and risk assessment professionals, the Low Risk transmission of COVID-19 is considered an unlikely pathway for the virus and will not be discussed within this guidance document.

This information is based on data suggesting the predominant amount of transmitted cases of COVID-19 to date, were understood to be transmitted through the Higher Risk activities outlined above. We strongly encourage you to contact an air handling equipment professional or third party professional if you have concerns or questions regarding airborne transmission risks in your business.

The following are additional resources for up to date business guidance.

- [Resources to Prevent COVID-19 in the Workplace](https://www.ontario.ca/page/resources-prevent-covid-19-workplace)
(<https://www.ontario.ca/page/resources-prevent-covid-19-workplace>)
- [COVID-19 Guidance for Food Premises](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_food_premise_guidance.pdf)
(http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_food_premise_guidance.pdf)
- [COVID-19 Guidance: Essential Workplaces](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_food_premise_guidance.pdf)
(http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_food_premise_guidance.pdf)

Re-Opening Your Business

The predominant risks associated with COVID-19 transmission are through interaction with occupants, staff or the public (Higher risk activities). A successful re-opening plan will ensure that cleaning procedures focus on key touchpoints in the operation, and the implementation of risk management procedures to reduce transmission through proximity or interaction.

Cleaning checklists provided in **Appendix A** have been developed based on specific industry sectors and vary by exact scenario. If you or your team are uncomfortable with the cleaning procedures outlined, we encourage you to seek professional assistance. Your KFL&A community business support partners may be contacted at any time for a list of qualified cleaning contractors in KFL&A.

If you operate a business that deals with customers who may have compromised immune systems or are in the high risk age groups (i.e., >65 years or <5 years of age) please consult with health agency resources to ensure additional measures and procedures are not required for your re-opening.

We suggest you take the following steps as you look to re-open;

1. Risk assessment of your operations;
2. Communicate your action plan with staff;
3. Evaluate the need to flush your water system;
4. Develop and commence cleaning procedures;
5. Implement any risk management measures;
6. Implement Staff health screening and new health & safety protocols.

Business Specific Risk Assessment

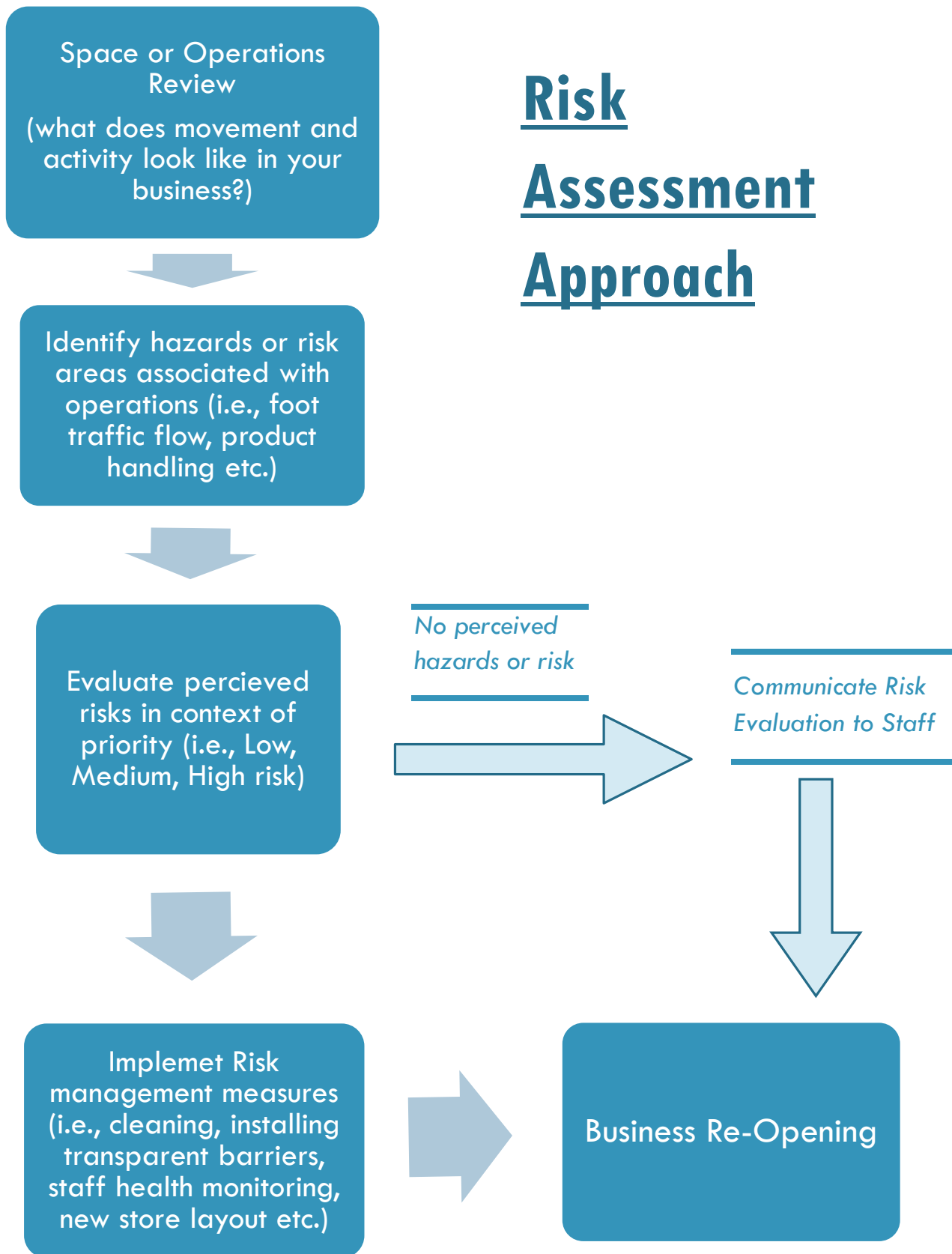
Before you make a shopping list of cleaners, disinfectants or finding a local supplier of transparent sheeting, it is essential to consider the specific risks that are or will be present as you look to re-open your business. This step will help you understand the time and cost involved as you look to re-open.

The risk assessment approach is a common industry practice for developing steps that make up a good action-plan.

The positive consequence of performing a risk assessment for your operation is the ability to show your teams, suppliers and patrons that you have taken into account their safety prior to re-opening.

Here are some examples of potential risks to consider as you look to re-open your business. Please note that these are primarily for context and your individual needs will vary based on sector and site conditions.

Office Space	Retail	Restaurant/Bar
<ul style="list-style-type: none"> • Office layout (where people walk) • Touchpoints (handles, photocopier) • Staffing levels based on office size (should you consider a staggered staff level) • Elevators • Kitchenette usage • Washrooms • Reception • Meetings 	<ul style="list-style-type: none"> • Customer interactions • Product handling • Customer traffic flow • Payment measures • Staff protection • Cleaning procedures • Customer overflow management • Delivery reception • Activities in neighboring spaces 	<ul style="list-style-type: none"> • Food and drink preparation • Seating density • Table cleaning • Washroom access • Staff health checks • Payment methods • Capacity adjustments • Customer interactions • Product delivery



Building Water Flushing

If your building or space has been closed due to COVID-19 for a prolonged period (i.e., 14 days+) you should consider flushing your water system prior to commencing cleaning activities. Slow moving, stagnant or still water in piping has the potential to create an environment for microbial growth (i.e., mold and/or legionella bacteria), or for some buildings the potential to introduce levels of lead into the water system.

Upon re-entry of your space you should consider taking the following actions;

Flush your entire system

- start where the water enters the building and work from closest to furthest, closest zone to furthest zone, closest outlet to furthest outlet
- flush at full force by opening the tap fully (remove the aerator filter or shower head)
- flushing requirements vary but run the water until the water maintains a constant cold temperature and the disinfectant (like chlorine) is detected
- staff should wear appropriate personal protective equipment (PPE) (gloves, mask, eye cover) while flushing

Hot Water

- Flush your cold water system first then your hot water system
- Hot water should be maintained at a temperature over 50°C throughout the system. So the hot water lines need to be flushed and it is highly recommended that, if at all possible, you should drain your hot water tanks and refill
- Then flush the system from closest to furthest from the tank

Cleaning

- Clean, disinfect and rinse all outlets, screens etc.

For a more detailed overview of the methods and procedures of water system evaluation please consult the Canadian Water and Wastewater (CWWA) factsheet on business reopening. (www.cwwa.ca)

Cleaning Processes

Cleaning of establishments through a 2-Pass method is recommended.

Pass 1

Deep clean of all surfaces and substrates, pay particular attention to high touchpoints and traffic areas.

Pass 2

Visual confirmation of cleaning adequacy, spot re-clean as necessary and disinfectant application (if required).

A general guideline of cleaning procedures for many sectors is provided in **Appendix A**. Procedures will vary by establishment and contents therein.

Cleaning procedures may be conducted by staff. If your establishment has been closed for a prolonged period (i.e., 14+ days) PPE is not required, however could be considered for additional worker protection.

It should be noted that should an employee request PPE for cleaning procedures, it is the employer's duty to provide adequate PPE to protect the worker.

Cleaning equipment will include general cleaning products and detergents suitable for the space being cleaned. Additional disinfectants and stronger cleaning agents are available through various suppliers in the KFL&A area.

Please note that some individuals with higher chemical sensitivities may experience adverse effects from strong cleaning agents. In these situations, additional PPE may be required.

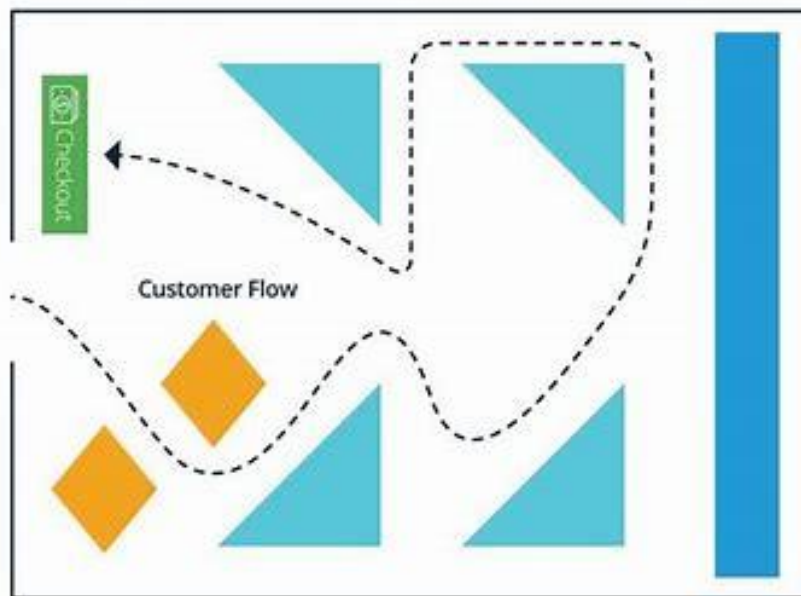
If you or your staff are concerned with the level of cleaning required, procedures for adequate cleaning or would like to have a third party conduct your cleaning procedures please contact your KFL&A community business partner for a list of qualified contractors in the KFL&A area.

Your KFL&A community business partners are also available to walk through your reopening action plan at any time.

Risk Management Measures

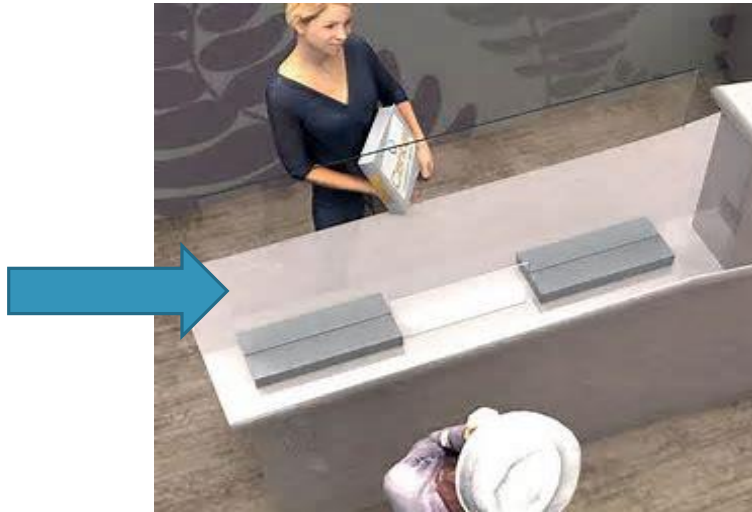
As you re-open your business you may need to implement risk management measures to provide additional protection to staff, suppliers and patrons where minimum physical distancing requirements cannot be maintained. Here are a few common risk management measures currently being employed in industry. For a list of local suppliers of signage, transparent sheeting, PPE and re-opening products please contact your KFL&A community business partner.

Traffic flow adjustments



Create a flow direction that will allow your customers to pass through all areas of your establishment and avoid close contact with other patrons. Physical Distancing (~2m or greater) should be the goal in your altered traffic flow scenario.

Worker protection from customers



Use transparent sheeting where customers are required to engage with staff at checkouts. This is an essential step where maintaining a safe distance (~2m) cannot be obtained.

Physical distance applications



You may need get creative on how you separate customers from each other.

Ongoing Maintenance and Safety Considerations

Now that you have begun or completed the re-opening procedures outlined herein, it is the responsibility of the business owner to ensure that staff are aware of these measures and procedures. As you commence operations you should ensure you are following key components for long term safety of staff and patrons. Although operational changes may vary based on business, some common recommendations are as follows;

Physical distancing

- Where possible, physical distancing of 6 feet or 2 meters should be maintained and encouraged. This may mean limiting the number of people in the space at one time.
- Consideration could be given to encouraging your staff or patrons to wear disposable or reusable type face masks as an added precaution.

Cleaning and disinfection

Hand hygiene is an important means of preventing the spread of COVID-19. All businesses should consider ways that they can encourage and support good hand hygiene:

- Provide a place for staff to wash their hands, with signage. If the handwashing station is in a bathroom, the bathroom needs to be equipped with water under pressure, liquid hand soap, and paper towels. Bathrooms are required to be cleaned at least twice daily, or as needed.
- Encourage staff whom work off-Site to bring hand sanitizer with them while travelling.

The use of hand sanitizer dispensing units is ***strongly encouraged*** for patrons and customers.

Regular deep cleaning procedures should be completed at regular interval (i.e., weekly). Should an occurrence of suspected COVID-19 transmission be noted, the operation should be closed and deep cleaning procedures shall be commenced immediately.

Ongoing Maintenance and Safety Considerations- **cont'd**

Staff Health Monitoring

Staff should be monitored for health conditions *prior to the start of each shift* to ensure the safety of teams and customers. Staff presenting signs of illness should remove themselves from the workplace and isolate themselves or seek consultation from a health care practitioner.

Staff assessment should include the following questions at a minimum:

- Do you suffer from severe difficulty in breathing;
- Do you have severe chest pain;
- Are you feeling confused;
- Do you have a high fever (>37.8°C);
- Do you have chills;
- Do you have a cough that is new or worsening;
- Do you have a barking or whistling cough;
- Do you have shortness of breath;
- Do you have a sore throat;
- Do you have a runny or stuffy/congested nose (other than seasonal allergies);
- Do you feel extreme fatigue.

If your staff answer yes to any of the above, we suggest that they contact a doctor or telehealth as you may have symptoms and be eligible for a COVID-19 test. Telehealth 1(866)-797-0000.

For an online self-assessment please visit [COVID-19 Stop the Spread](https://covid-19.ontario.ca/self-assessment/) (<https://covid-19.ontario.ca/self-assessment/>)

Outbreak Awareness

Should you become aware of a possible occurrence of COVID-19 contraction within your staff or potential transmission from a patron to your business, you should immediately suspend operations, perform a deep clean of your environment and monitor your staff for health conditions.



Appendix A

Business Cleaning Procedure Checklists

Office Space Re-Opening – Cleaning Scope of work

Main entrance and all doors to exterior:

- ✓ Door(s) handles / push bars front, back, top, and bottom / control arms
- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ Baseboard tops and glass door frame slots
- ✓ Entryway matting
- ✓ Electronic door openers panels at exterior and interior
- ✓ Wall heater knobs
- ✓ Light switches
- ✓ Furnace a/c controls
- ✓ Alarm pad covers and keys front, top, bottom
- ✓ Floors

Reception and waiting area:

- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ all light switches, desktops, telephone sets, keyboards, screens, items on desk, pictures, tops of cabinets, cabinet fronts and door handles
- ✓ floors, carpet, window sill, shelving units

Hallways:

- ✓ All baseboards / chair rails / exterior of office doors / light switches / A/C controls / alarm panels
- ✓ Floors / carpet

Office space open and closed:

- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ all light switches
- ✓ desktops, chairs complete, telephone sets, keyboards, screens, items on desk, pictures, tops of cabinets, cabinet fronts and door handles
- ✓ floors, carpet
- ✓ window sill
- ✓ shelving units, file cabinets

Washrooms:

- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ light switches
- ✓ sink and tap set / mirror / hand rails / all dispensers / toilet, seat flush handle
- ✓ waste bins, containers and swing arms / accessories
- ✓ safety buttons
- ✓ floors

Office Space Re-Opening Scope of work cont'd

Kitchens / break rooms:

- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ all light switches
- ✓ table tops and chairs all sides with legs / telephone sets / napkin dispensers
- ✓ salt and pepper shakers
- ✓ countertops
- ✓ cabinet doors and door handles
- ✓ sink and tap set / fridge handles and door edges and face / dishwasher handle control set and door face
- ✓ waste bins, garbage and recycling bins
- ✓ floors

Boardrooms:

- ✓ Door(s) both sides, door frames and edges and door handles both sides / all light switches / table tops and chairs all sides with legs
- ✓ telephone sets and table top speakers
- ✓ material cabinet doors and handles door face
- ✓ window sill / floor / carpet

Coffee station:

- ✓ Counter / cabinet doors and handles, door face / equipment and water catch basin
- ✓ sink and tap set
- ✓ floor / carpet

NOTES:

- Please ensure all staff involved in cleaning procedures are properly trained on the use and care of personal protective equipment (PPE).

Restaurant/ Bar Re-Opening – Cleaning Scope of Work

Main entrance and all doors to exterior:

- ✓ Door(s) handles / push bars front, back, top, and bottom / control arms
- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ Baseboard tops and glass door frame slots
- ✓ Entryway matting
- ✓ Electronic door openers panels at exterior and interior
- ✓ Wall heater knobs
- ✓ Light switches
- ✓ Furnace a/c controls
- ✓ Alarm pad covers and keys front, top, bottom
- ✓ Hostess stand and light
- ✓ Floors

Bar area:

- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ all light switches

Customer side:

- ✓ bar rail and bar top
- ✓ chairs and or stools complete
- ✓ floors / carpet

Bar side:

- ✓ Counters / sinks and tap sets
- ✓ glass racks
- ✓ dishwasher's / fridge doors and handles and interiors
- ✓ dispenser sets
- ✓ alcohol bottles and stand / beer bottles / mix bottles
- ✓ floors

Seating area:

- ✓ All tables and chairs complete
- ✓ floors

Restaurant/ Bar Re-Opening Scope of Work cont'd

Dance / band area:

- ✓ Floors
- ✓ stair hand rails
- ✓ backstage exterior and loading bay door(s) handles / push bars front, back, top, and bottom / control arms / operation buttons /
- ✓ Dressing room door(s) both sides, door frames and edges and door handles both sides

Washrooms:

- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ light switches
- ✓ sink and tap set / mirror / hand rails / all dispensers / stall partitions sides top and bottoms / toilet, seat flush handle / urinals and flush handles
- ✓ waste bins, containers and swing arms / accessories /safety buttons
- ✓ floors

Kitchen:

- ✓ Swing door(s) both sides, door frames and edges and sight window both sides
- ✓ all light switches
- ✓ table tops / counters / serve shelves / fridge door faces, frames and handles / Prep area counters / dishwasher enclosure / freezer door faces, frames and handles
- ✓ storage room door faces, frames and handles / cook area counters / oven and stove knobs
- ✓ Prep knives / condiment shakers
- ✓ telephone set
- ✓ floors and mats
- ✓ garbage and recycling bins

Please note *Dishes / glasses / cutlery can all be run through dishwasher at highest temperature setting and replaced after disinfection takes place*

Staff washrooms:

- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ light switches / sink and tap set / mirror / hand rails / all dispensers / toilet, seat flush handle
- ✓ waste bins, containers and swing arms / accessories /safety buttons
- ✓ floors

Restaurant/ Bar Re-Opening Scope of Work cont'd

Manager office space:

- ✓ Door(s) both sides, door frames and edges and door handles both sides / all light switches / desktops / chairs complete / telephone sets / keyboards / screens / items on desk / pictures / tops of cabinets / cabinet fronts and door handles
- ✓ floors / carpet
- ✓ window sill / shelving unit's / file cabinets
- ✓ garbage and recycling bins
- ✓ floors / carpet

Staff lounge / Locker room:

- ✓ Door(s) both sides, door frames and edges and door handles both sides / all light switches
- ✓ chairs and tables complete / couches soft surfaces spray only
- ✓ lockers, door handles and door faces, sides and frame / benches, seats
- ✓ showers recommend replace curtains and dispose of properly / taps set / walls and base / shower head
- ✓ garbage and recycling bins

Load bay:

- ✓ Door(s) handles / push bars front, back, top, and bottom / control arms
- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ Load door operations buttons / floors

All hallways:

- ✓ All baseboards / chair rails
- ✓ exterior of office doors / light switches / A/C controls / alarm panels
- ✓ Floors / carpet

NOTES:

- Please ensure all staff involved in cleaning procedures are properly trained on the use and care of personal protective equipment (PPE).

Hotel/ Accommodation & Short Term Rental Re-Opening Cleaning

Scope of Work

Public Spaces and Communal Areas General

- ✓ Cleaning and disinfecting shall be frequent (multiple times per day) with an emphasis on frequent contact with hard non-porous surfaces including, but not limited to,
 - front desk check-in counters, bell desks, elevators and elevator buttons, door handles, public bathrooms, vending machines, ice machines, room keys and locks, ATMs, escalator and stair handrails, gym equipment, pool seating and surrounding areas, dining surfaces and all seating areas.
- ✓ Back of the House Cleaning and disinfecting of all high touch areas shall occur at least twice per day in high traffic areas. Handwashing stations and access to hand sanitizer should be convenient and highly visible.
- ✓ Shared Equipment Shared tools and equipment shall be disinfected after each shift or transfer to a new employee.

Guest Rooms

- ✓ Cleaning and disinfecting protocols will require that particular attention is paid to high-touch, hard nonporous items including television remote controls, toilet seats and handles, door and furniture handles, water faucet handles, nightstands, telephones, in-room control panels, light switches, temperature control panels, alarm clocks, luggage racks and flooring.
- ✓ The frequency of room cleaning during a guest's stay may be altered based on guest requirements.
- ✓ Laundry Linens, towels and laundry shall be washed in accordance with the manufacturer's instructions. Where possible, launder items using the warmest permissible water setting for the items and dry items completely.
- ✓ Dirty linen shall be bagged in the guest room to eliminate excess contact while being transported to the laundry facility.

Hotel Guest Elevators

- ✓ Button panels shall be disinfected at regular intervals, including the beginning of each housekeeping staff work shift and continuing throughout the day.

Accommodation & Short Term Rental Re-Opening Cleaning Scope of Work cont'd

Main entrance and all doors to exterior:

- ✓ Door(s) handles / push bars front, back, top, and bottom / control arms
- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ Baseboard tops and glass door frame slots
- ✓ Entryway matting
- ✓ Electronic door openers panels at exterior and interior
- ✓ Wall heater knobs
- ✓ Light switches
- ✓ Furnace a/c controls
- ✓ Alarm pad covers and keys front, top, bottom
- ✓ Hostess stand and light
- ✓ Floors

Reception Area:

Customer side:

- ✓ Counter top
- ✓ Digital payment device
- ✓ floors / carpet

Staff side:

- ✓ Counters
- ✓ Workstations, computers, stationary
- ✓ floors

Seating/waiting area:

- ✓ All tables and chairs complete
- ✓ floors

Common/Public Washrooms:

- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ light switches
- ✓ sink and tap set / mirror / hand rails / all dispensers / stall partitions sides top and bottoms / toilet, seat flush handle / urinals and flush handles
- ✓ waste bins, containers and swing arms / accessories /safety buttons
- ✓ floors

Accommodation & Short Term Rental Re-Opening Cleaning Scope of Work cont'd

Kitchen:

- ✓ Swing door(s) both sides, door frames and edges and sight window both sides
- ✓ all light switches
- ✓ table tops / counters / serve shelves / fridge door faces, frames and handles / Prep area counters / dishwasher enclosure / freezer door faces, frames and handles
- ✓ storage room door faces, frames and handles / cook area counters / oven and stove knobs
- ✓ Prep knives / condiment shakers
- ✓ telephone set
- ✓ floors and mats
- ✓ garbage and recycling bins

Please note *Dishes / glasses / cutlery can all be run through dishwasher at highest temperature setting and replaced after disinfection takes place*

Staff washrooms:

- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ light switches / sink and tap set / mirror / hand rails / all dispensers / toilet, seat flush handle
- ✓ waste bins, containers and swing arms / accessories / safety buttons
- ✓ floors

Manager office space:

- ✓ Door(s) both sides, door frames and edges and door handles both sides / all light switches / desktops / chairs complete / telephone sets / keyboards / screens / items on desk / pictures / tops of cabinets / cabinet fronts and door handles
- ✓ floors / carpet
- ✓ window sill / shelving unit's / file cabinets
- ✓ garbage and recycling bins
- ✓ floors / carpet

Accommodation & Short Term Rental Re-Opening Cleaning Scope of Work cont'd

Staff lounge / Locker room:

- ✓ Door(s) both sides, door frames and edges and door handles both sides / all light switches
- ✓ chairs and tables complete / couches soft surfaces spray only
- ✓ lockers, door handles and door faces, sides and frame / benches, seats
- ✓ showers recommend replace curtains and dispose of properly / taps set / walls and base / shower head
- ✓ garbage and recycling bins

Load bay:

- ✓ Door(s) handles / push bars front, back, top, and bottom / control arms
- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ Load door operations buttons / floors

All hallways:

- ✓ All baseboards / chair rails
- ✓ exterior of office doors / light switches / A/C controls / alarm panels
- ✓ Floors / carpet

NOTES:

Please ensure all staff involved in cleaning procedures are properly trained on the use and care of personal protective equipment (PPE).

Retail Re-Opening – Cleaning Scope of Work

Main entrance and all doors to exterior:

- ✓ Door(s) handles / push bars front, back, top, and bottom / control arms
- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ Baseboard tops and glass door frame slots
- ✓ Entryway matting
- ✓ Electronic door openers panels at exterior and interior
- ✓ Wall heater knobs
- ✓ Light switches
- ✓ Furnace a/c controls
- ✓ Alarm pad covers and keys front, top, bottom
- ✓ Floors

Cash Area:

- ✓ Counter top
- ✓ Payment device, computer/POS system
- ✓ Stationary/ stapler etc.

Change Rooms:

- ✓ Wall surfaces/clothing hooks/doors/door knobs etc.
- ✓ Seating
- ✓ Floors

Displays:

- ✓ Shelves
- ✓ Wet wipe racking

Staff washrooms:

- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ light switches / sink and tap set / mirror / hand rails / all dispensers / toilet, seat flush handle
- ✓ waste bins, containers and swing arms / accessories /safety buttons
- ✓ floors

Retail Re-Opening – Cleaning Scope of Work cont'd

Manager office space:

- ✓ Door(s) both sides, door frames and edges and door handles both sides / all light switches / desktops / chairs complete / telephone sets / keyboards / screens / items on desk / pictures / tops of cabinets / cabinet fronts and door handles
- ✓ floors / carpet
- ✓ window sill / shelving unit's / file cabinets
- ✓ garbage and recycling bins
- ✓ floors / carpet

General Public Areas:

- ✓ All baseboards / chair rails
- ✓ light switches / A/C controls / alarm panels
- ✓ Floors / carpet

NOTES:

- Please ensure all staff involved in cleaning procedures are properly trained on the use and care of personal protective equipment (PPE).

Community Space Re-Opening – Cleaning Scope of Work

Main entrance and all doors to exterior:

- ✓ Door(s) handles / push bars front, back, top, and bottom / control arms
- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ Baseboard tops and glass door frame slots
- ✓ Entryway matting
- ✓ Electronic door openers panels at exterior and interior
- ✓ Wall heater knobs
- ✓ Light switches
- ✓ Furnace a/c controls
- ✓ Alarm pad covers and keys front, top, bottom
- ✓ Floors

Staff/Public washrooms:

- ✓ Door(s) both sides, door frames and edges and door handles both sides
- ✓ light switches / sink and tap set / mirror / hand rails / all dispensers / toilet, seat flush handle
- ✓ waste bins, containers and swing arms / accessories /safety buttons
- ✓ floors

Office space:

- ✓ Door(s) both sides, door frames and edges and door handles both sides / all light switches / desktops / chairs complete / telephone sets / keyboards / screens / items on desk / pictures / tops of cabinets / cabinet fronts and door handles
- ✓ floors / carpet
- ✓ window sill / shelving unit's / file cabinets
- ✓ garbage and recycling bins
- ✓ floors / carpet

General Public Areas:

- ✓ All baseboards / chair rails
- ✓ light switches / A/C controls / alarm panels
- ✓ Floors / carpet
- ✓ Seating/Table tops

Community Space Re-Opening – Cleaning Scope of Work cont'd

Kitchen:

- ✓ Swing door(s) both sides, door frames and edges and sight window both sides
- ✓ all light switches
- ✓ table tops / counters / serve shelves / fridge door faces, frames and handles / Prep area counters / dishwasher enclosure / freezer door faces, frames and handles
- ✓ storage room door faces, frames and handles / cook area counters / oven and stove knobs
- ✓ Prep knives / condiment shakers
- ✓ telephone set
- ✓ floors and mats
- ✓ garbage and recycling bins

Please note *Dishes / glasses / cutlery can all be run through dishwasher at highest temperature setting and replaced after disinfection takes place*

NOTES:

- Please ensure all staff involved in cleaning procedures are properly trained on the use and care of personal protective equipment (PPE).

Appendix B

Personal Protective Equipment Use & Transmission Reduction Measures

Personal Protective Equipment

Personal protective equipment (PPE) for cleaning procedures should be selected based on the results of a situation/site risk assessment. This includes taking into consideration the duration of business closure, the likelihood of exposure and the activities or work practices being performed.

Where PPE is to be worn, workers must receive training on and demonstrate an understanding of:

- ✓ When to use PPE
- ✓ What PPE is necessary
- ✓ What are the limitations of their PPE
- ✓ How to properly don (put on) and doff (take off) PPE in a manner to prevent self and environmental contamination
- ✓ How to properly dispose of disposable PPE
- ✓ How to properly clean, decontaminate, and maintain reusable PPE after and between uses.

Cleaning where an establishment has been closed to the public for at least 14 days

Protective measures beyond those employed for regular cleaning is not required. However, adding enhanced measures is a great way to prevent or reduce the possible transmission of COVID-19, as well as to develop greater confidence for re-entry by your staff and the public. The use of cloth/fabric or 3-ply type masks helps in preventing accidental transfer of droplets from the wearer to other individuals within close proximity. The use of cloth or fabric face masks does not qualify as PPE, however, is strongly encouraged as a transmission reduction measure.

Although they may not be warranted, additional options for further worker protection are:

- Eye protection or face shield;
- Disposable gown or covering;
- Gloves; and
- Shoe covers.

REMOVING PERSONAL PROTECTIVE EQUIPMENT

1	REMOVE GLOVES	
2	REMOVE GOWN	
3	PERFORM HAND HYGIENE	
4	REMOVE EYE PROTECTION	
5	REMOVE MASK OR N95 RESPIRATOR	
6	PERFORM HAND HYGIENE	



PUTTING ON PERSONAL PROTECTIVE EQUIPMENT

1	PERFORM HAND HYGIENE	
2	PUT ON GOWN	
3	PUT ON MASK OR N95 RESPIRATOR	
4	PUT ON EYE PROTECTION	
5	PUT ON GLOVES	




PARTNERS FOR HEALTH
PARTENAIRES POUR LA SANTÉ




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Appendix C

KFL&A Community Business Partner Contacts

KFL&A Community Business Partners		
Kingston Economic Development	Ian Murdoch, Business Development Officer	murdoch@kingstoncanada.com
	Donna Gillespie, CEO	gillespie@kingstoncanada.com
Frontenac Economic Development	Richard Allen, Manager	rallen@frontenacounty.ca
Lennox & Addington Economic Development	Stephen Paul, Director Community & Development Services	spaul@lennox-addington.on.ca
	Tracey Snow, Economic Development Officer	tsnow@lennox-addington.on.ca
Tourism Kingston	Megan Knott, Executive Director	megan@tourismkingston.com
Downtown Kingston! BIA	Michèle Langlois, General Manager & Director of Marketing	michele@downtownkingston.ca
	Rob Tamblyn, Development Manager	rob@downtownkingston.ca
Kingston Accommodation Partners	Krista LeClair, Executive Director	krista@visitkingston.ca
Kingston Chamber of Commerce	Karen Cross, Chief Executive Officer	kcross@kingstonchamber.ca
	Bill Stewart, Business Development & Policy Specialist	bill@kingstonchamber.ca
Napanee & District Chamber of Commerce	Megan Sands, Business Manager	businessmanager@napaneechamber.ca