



Ontario Food Terminal Board

## Office Tenant Protocol Effective September 9th, 2020

### This Protocol Supersedes All Previous Versions

#### **Covid-19 Self-Screening Prior to Entering the Ontario Food Terminal (OFT)**

- No entry to anyone with a temperature higher than 38C. You must contact your primary health care provider, Telehealth Ontario (1-866-797-0000) or Toronto Public Health (416-338-7600) for clearance before returning to the OFT.
- No person shall enter the Terminal if they have a cough, fever, difficulty breathing, sore throat, trouble swallowing, running nose, loss of taste or smell, nausea, vomiting, diarrhea.
- No person shall enter the Terminal if they have travelled internationally or have been in close contact with another person who has travelled internationally, within the preceding 14-days, except to the United States.
- All persons must practice and maintain physical distancing in all areas of the Terminal.
- All persons are encouraged to download the Canada Covid-19 Alert App, so that you would be notified directly if you have been in contact with someone who was contagious with Covid-19.

#### **Limit access and personal contacts**

- All persons must wear face masks or shields in all common areas of the Ontario Food Terminal.
- The use of gloves is strongly encouraged.
- Access to second-floor office areas only.
- All office doors must be closed.
- Restrict visits by business associates.

#### **When you become aware of a confirmed case of COVID-19 of an employee or when you have reason to believe that an employee is displaying symptoms of COVID-19**

- If the employee is present at work the Ontario Food Terminal, send the employee home immediately. Advise the employee to self-isolate and contact their primary health provider, **Telehealth at 1-866-797-0000 or Toronto Public Health at 416-338-7600**. The employee is to follow the direction of their primary health provider, Telehealth or Toronto Public Health unit.
- If the employee is at home, do not permit the employee to come to work at the Ontario Food Terminal.
- If the employee has not been diagnosed with COVID-19 but is symptomatic with a cough, fever, sore throat or shortness of breath, send the employee home and encourage the employee to self-isolate and contact their primary health provider, **Telehealth at 1-866-797-0000 or Toronto Public Health at 416-338-7600** for clearance before returning to work.
- Follow your company's COVID-19 Response Plan which must include contacting Toronto Public Health and advising the Board of a confirmed case or when you have reason to believe that an employee is displaying symptoms of COVID-19, without revealing the name of the employee. You must also



## **Ontario Food Terminal Board**

advise the Board of the steps you have taken in accordance with your Plan which will include the date the employee last worked and/or the employee's last work shift, the employee's designated work area, date tested and/or date of confirmed COVID-19, confirmation that all close contact persons have been sent home for self-isolation for 14 days and steps you have taken to sanitize and disinfect your premises with a projected date of when you plan to re-open your premises.

- Should the tenant fail to contact Toronto Public Health, the Board may take steps to contact Toronto Public Health, if the Board deems it necessary to do so.

### **Reduce the spread of illness through preventive measures**

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are ill.
- Emphasize to your employees to stay home when they have a cough, fever, or have difficulty breathing.
- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands. If you don't have a tissue, sneeze or cough into your sleeve or arm.
- Clean and disinfect frequently touched objects and surfaces.
- Stay at least 2 metres away from other people wherever possible. No physical contact, like handshakes, permitted.