



COVID-19: Reopening your Business and Workplace

Construction Association of Nova Scotia | Created June 2020

Reopening your Business and Workplace

Quick tips and helpful resources to guide construction management and professionals as offices reopen in Nova Scotia.

Overview

The easing of public health restrictions and the downward trend in new cases signals that Nova Scotia is entering the next phase of COVID-19. While this is positive, we must take a measured and proactive approach to reopening offices and reintroducing the workforce into shared workspaces.

To that end, CANS has prepared a guide to **Reopening your Business and Workplace**, which includes tips and a library of resources to help you as you consider reopening your workspace.

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Reminder: Social distancing guidelines remain in place under the Health Protection Act Order. Please review and adhere to the guidelines outlined by the Province, which can be accessed here:

<https://novascotia.ca/coronavirus/what-it-means-for-novascotians/>

Key Priorities

1. Designate a Pandemic Task Force.

- This could be an existing JOHS Committee or a new group made up of both management and staff/front line employees.
- The task force will take the lead on developing policies outlined below as well as provide guidance and leadership to the rest of your staff.
- This group should also provide some friendly oversight once staff return to work should they have any COVID-19 policy questions.

2. Develop a COVID-19 Prevention Plan

- Undergo a risk assessment to identify gathering places and determine where areas of transmission will likely occur.
- Use the results of your risk assessment to inform your office's COVID-19 Prevention Plan, including control strategies, safety policies and procedures. *See our resources library below for best practices!*
- Communicate the symptoms of COVID-19 and establish a clear procedure should an employee begin to feel unwell.

3. Prepare your office space for returning employees.

- Ensure that your workplace is safe and hygienic by providing any additional hygiene considerations or PPE that might be needed.
- Physical distancing considerations may require a redesign of office layout and one-way procedures may need to be in place for hallways, pathways, etc.
- Adapt 'risky' work practices and workflows (i.e. high-touch equipment and tools or scheduling for employees)
- Signs and posters should be used to provide necessary information to staff in order to positively influence behaviours.

4. Prepare your employees for their return to the office.

- Clearly communicate your COVID-19 Prevention Plan with your employees and ensure expectations for the office are understood.
- Ensure that employees know where resources and appropriate PPE are available to them.
- Have employees complete a COVID-19 Health Screening Checklist. [\(Click here to access a checklist courtesy of Construction Safety NS\)](#)

5. Consider your visitors.

- Determine if and when visitors should be allowed in the office and how they will access the space.
- Communicate relevant COVID-19 office policies to any clients, members, etc. who schedule a visit to your office.
- Consider if any relevant signage should be added to entryways.

Resource Library

Additional Toolkits and Guides

- [Preparing to Reopen Nova Scotia](#) (Government of Nova Scotia)
- [COVID-19 Safe Return to Work Guidelines](#) (Construction Safety Nova Scotia)
- [Reopening Business in Halifax](#) (Halifax Chamber of Commerce)

Prevention Plan Resources –

- [List of COVID-19 Symptoms](#) (Government of Nova Scotia)
- [COVID-19 Prevention Plan Checklist](#) (Government of Nova Scotia)
- [Considerations for Working During COVID-19](#) (Government of Nova Scotia)
- [Safe Work Practices](#) (Construction Safety Nova Scotia)
- [COVID-19 Response Standards and Handbooks](#) (CSA)
- [Preventing COVID-19 in the workplace](#) (Government of Canada)
- [Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic](#) (Government of Canada)
- [Working Safely by Industry](#) (Workers Compensation Board)
- [\(Video\) Back to Business – What to Know for Reopening](#) (Halifax Chamber of Commerce)

Resource Library (continued)

Signage & Posters –

- [COVID-19 Tips for Construction](#) (Canadian Centre for Occupational Health and Safety)
- [Fact Sheet for Business](#) (Government of Nova Scotia)
- [Social Distancing Poster](#), [Social Distancing Best Practices](#), and [Social Distancing Advice](#) (Government of Nova Scotia)

Please note: We would like to acknowledge the use of information from Construction Safety Nova Scotia, Halifax Chamber of Commerce, the Government of Canada and the Government of Nova Scotia in the creation of CANS guide to Reopening your Business and Workplace in addition to the resources listed above. This guide has been compiled with the best information and recommendations available at the time of publishing. It is not intended to be a comprehensive how-to or represent legal advice for your business.