

Ontario Employer Preparedness Checklist For COVID-19

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Below is a checklist of HR issues to consider when managing the ongoing COVID-19 Pandemic.

Employee Compensation Issues

Sick Days	☐ Yes	☐ No
Employment Insurance	☐ Yes	☐ No
Top Up	☐ Yes	☐ No
Lieu Days	☐ Yes	☐ No
Vacation	☐ Yes	☐ No
Unpaid Protected Leave	Mandatory	
Lay-offs	☐ Yes	☐ No
Pay Freeze	☐ Yes	☐ No
Work Refusal	Allowed for Health and Safety Reasons	
No terminations/job protection for employees who are quarantined, self-isolation, parent staying home to care for children resulting from school closure – retroactive to January 25, 2020 to end of pandemic (Ontario)	(Waiting on Specific Legislation from Ontario Government)	

Quarantine

Suffering from COVID-19; flu or other communicable diseases	Mandatory	
Exposure to COVID-19	Mandatory	
Returning from High-risk areas (Asia & Europe)	Mandatory	
All international travellers returning home	☐ Yes	☐ No

Remote Work Policy

Management	☐ Yes	☐ No
Employees	☐ Yes	☐ No
Essential staff On Site	☐ Yes	☐ No
Rotation	☐ Yes	☐ No

Facilities

Sanitation

All international travellers returning home	☐ Yes	☐ No
Provide individual bottles of hand sanitizer	☐ Yes	☐ No
Increase sanitization of public spaces and private offices by building management	☐ Yes	☐ No
Increase sanitization of board rooms after every meeting	☐ Yes	☐ No

Restricted Use of Public Office Space

Ban use of boardrooms with exceptions	☐ Yes	☐ No
Kitchen area other than to warm food or maintain space of 2m	☐ Yes	☐ No
Ban business or social use of Company space by employees	☐ Yes	☐ No
One point of public access (i.e. mail delivery, couriers)	☐ Yes	☐ No

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Social Distancing

No shaking hands, hugging or kissing	☐ Yes	☐ No
No in-person meetings with clients or colleagues unless absolutely necessary	☐ Yes	☐ No
Keep 2m of personal space	☐ Yes	☐ No
No social events (internal/external)	☐ Yes	☐ No
Avoid restaurants and large public gatherings (10 or more)	☐ Yes	☐ No
Suspend Business Development activities	☐ Yes	☐ No
Suspend group meetings	☐ Yes	☐ No

HR Practices

Send symptomatic employees home	Mandatory	
Doctor's note cannot be requested during Covid-19 for sick leave	Mandatory	
All returning international travellers must not attend work for 14 days	☐ Yes	☐ No
Must be medically cleared to return to work if suffering from COVID-19	Mandatory	

Ban Travel

Ban on non-essential business travel outside of Canada until Government clearance	☐ Yes	☐ No
Request no non-essential personal travel until Government clearance	☐ Yes	☐ No

Emergency Preparedness – Policies to be Implemented

COVID-19 Pandemic Team	☐ Yes	☐ No
Payroll	☐ Yes	☐ No
IT	☐ Yes	☐ No
Human Resources	☐ Yes	☐ No
Banking	☐ Yes	☐ No
Financial Policies	☐ Yes	☐ No
Skeleton Staff	☐ Yes	☐ No
Communication	☐ Yes	☐ No
Lockdown Procedure	☐ Yes	☐ No
Other	☐ Yes	☐ No

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