Workplace Safety & Prevention Services
Guidance on Health and Safety for Marinas During COVID-19

OVERVIEW
During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep workers, customers and the public safe and healthy so we can stop the spread and prepare to reopen the province, when we are ready.

Below is a set of resources, tips and best practices to help employers and employees prevent the spread of COVID-19 and work together to reopen the province.

Employers and workers in Ontario have certain duties and rights under the Occupational Health and Safety Act (OHSA) and its regulations. Employers should also review and follow any applicable directives and guidance coming from the Chief Medical Officer of Health and Ministry of Health.

Learn more about:
- workers’ rights
- employers’ responsibilities
- Duties of Employers and Other Persons

BEST PRACTICES
We know that every workplace is unique which makes it so important that every workplace assess functions carried out by their workforce to ensure they take action to protect against the hazards presented by exposure to COVID-19.

Practicing physical distancing (staying 2 metres away from others), minimizing contact with droplets of mucous or saliva, keeping hands, surfaces and objects clean, and preventing contact with potentially infected people – are all critically important measures.

Other information on how you can protect yourself is available on ontario.ca/coronavirus.

We have provided some recommendations below for your consideration. Please keep in mind that introducing any new protective measures should be done as part of a full review of other workplace hazards – not just COVID-19. Employers should consult with Joint Health and Safety Committees/Health and Safety Representatives on measures to protect workers in the workplace.

Some workplaces may already have some existing controls in place that may help reduce the risk of exposure to workers, so regular ‘check-ins’ on the effectiveness of controls is highly recommended.

RECOGNIZE HAZARDS AND ASSESS RISK
COVID-19 can cause a range of symptoms, including fever, cough, sore throat and shortness of breath. These symptoms can appear in a few days or up to 14 days after being exposed to the virus. For some people, the symptoms are like having a cold; for others they may be severe or life-threatening.

The virus is transmitted via droplets during close, unprotected contact with an infected person, or by touching an infected surface and then the mouth, nose, or eyes.

Keeping safe at work involves understanding how people could come into contact with COVID-19 as they perform their jobs, and then taking steps to minimize contact.

People working as marina attendants, fuel dock attendants, cashiers, service technicians and detailers, marine rental coordinators, office administrators, and maintenance staff are just some of those in the marina service/transportation sectors who need to consider how they can work safely and prevent the spread. The symptoms of COVID-19 are like many other illnesses, including the cold and flu. At this time, it is recommended that any worker who has any symptoms related to cold, flu or COVID-19 should be sent home.

In addition, employers should advise these workers to complete the online self-assessment or call either:
- Telehealth: 1-866-797-0000
- Their primary health care provider (for example, family physician)
CONTROLS

Here are a number of options for protecting marina employees from exposure to COVID-19:

• Follow the most recent direction from the local health unit or local government related to communal or shared public or private beaches, park shelters, gardens, washroom facilities and outdoor recreational amenities.

• Plan adequate time (i.e. 2 weeks’ notice) to have water craft ready for customer pickup to avoid congestion and crowding. Deliver sold boats in a touchless process. Service boats and provide home delivery or curbside touchless parts pickup.

• Establish a process that allows customers to submit online reservation bookings for launching boats and personal water craft. Allow adequate time between each launch. Tentative return arrival times can also be pre-booked.

• Determine the type of water craft vessel the marina is permitting to use the launching service. Restrict all others.

• Loading of water craft vessels should only be performed by the crew of the watercraft and not with the assistance of marina employees. Signage should be posted indicating only individuals currently loading/unloading their vessel should be around the launch area. Consider having an employee present to monitor the area.

• Physical distancing (staying 2 metres away from others) requires fewer persons within an enclosed space or area or when providing customers directions, instructions, refueling or removing waste from head/holding tanks. Establish a clear visual layout to show where the designated launch dock area is located. ‘Waiting customers’ should be prohibited from entering the designated launch dock area and they should be instructed to stay inside their vehicle.

• Provide sanitizing wipes to use on fuel equipment and other marina equipment. Only trained marina employees should handle and operate refueling equipment. Customers should not be allowed to handle fuel pump and sanitary nozzles. All equipment should be wiped down after each use.

• Consider minimizing or eliminating exposures by having customers pre-pay by debit, credit or e-transfer.

• Train everyone on how to keep their work surfaces, debit machines, cash registers, and equipment wiped down after each use.

• Wash or sanitize hands after each transaction including refueling and paying launching fees.

• Train everyone on possible COVID-19 transmission points in the workplace, what steps are being taken to protect them, and how they can protect themselves, including frequent hand washing or sanitizing and not touching their face.

• Discourage, restrict or prevent customers from entering marina store, office or attendant facilities. Post a phone number or other means of contact to allow for communication between the public and the facility.

• Place corresponding marine maps and other boater communication outside to prevent access to employee facilities.

• If allowing entry into marina buildings, control how many customers enter the workplace at one time. Metering entry/exit and managing physical distancing with such measures as floor markings and barriers.

• Provide hand sanitizer to use upon entry if required.

• Provide a safe place for customers to dispose of used sanitizing wipes, protective equipment and other waste in designated waste receptacles.

• Discourage the practice of customers purchasing non-essential goods (non-fuel) to eliminate contact. If it is decided that a small supply of essential goods be provided for purchase, maintain a safe distance while handing goods and taking payment that may include:
  o Assign staff to ensure customers are following physical distancing protocols in areas likely to be congested (for example: check-out area, only one customer at a time in facility)
  o Minimize or eliminate handling of cash, offer contactless payment options such as tap, credit and debit
  o Install barrier between cashier and customer; this can include plexi-glass or markings on the floor to ensure at least 2 meters between customer and cashier
  o Ensure customers bag items themselves

• Sanitize the workplace thoroughly and, and pay particular attention to frequently touched surfaces and common areas, such as entrances, counters and employee washrooms.

• If required, install portable outside washroom facilities and sanitize thoroughly and often, especially frequently touched surfaces such as door handles, entryways, toilet seats and taps.

• Limit the number of employees working in one space so that they can distance themselves from each other by:
  o Staggering shifts and break times.
  o Practicing physical distancing during breaks.
Not entering work areas where 2 meter distance cannot be maintained

- If you utilize a third party delivery service, ensure they are up-to-date with the latest COVID-19 prevention knowledge and are following safe practices. Reschedule unnecessary visits to the workplace to those who don’t need to be there now.

- Screen workers regularly for health issues. If anyone develop symptoms of COVID-19, implement procedures for reporting the illness and keeping the worker away from others. For further guidance on screening procedures, consult the Ministry of Health.

- Keep up to date with best practices. Consider regular times to check in with public health updates and retrain/revise practices as needed.

**OTHER CONTROL MEASURES:**

- Implement all measures to ensure physical distance and separation between people.
- Where appropriate, safely work/meet in outdoor spaces.
- Where appropriate, safely ventilate spaces by opening doors, etc.

In addition to the above recommendations, your workplace should consider protective equipment as part of a complete hazard assessment. Equipment is only effective if people understand its limitations and wear it correctly. Workers need to be trained in the fit, use, storage, cleaning, maintenance and limitations of the protective equipment that they wear. Workers must use protective equipment as required by their employer.

If physical distance and separation cannot be maintained, workers should have protective equipment consisting of surgical/procedure mask and eye protection (goggles or face shield).

**EVALUATE**

COVID-19 has presented challenges workplaces have never encountered before. Keep in mind that any adjustments made today may need readjusting tomorrow. Look at preventative measures on an ongoing basis, and adjust them if they are not working well enough or causing other issues. For example, are people doing what they’ve been asked to do? If not, what is preventing them from doing so? Can you make adjustments and improve?

For anyone who thinks they may have been exposed to or are experiencing symptoms of COVID-19, please start by visiting the Ministry of Health and Long-Term Care website and taking a self-assessment. Please do not visit an assessment centre unless you have been referred by a health care professional. Do not call 911 unless it is an emergency.

For additional information, refer to Health Canada’s website on COVID-19.

**RESOURCES**

Stay updated with daily government updates:

- Government of Ontario
- Government of Canada
- Public Health Ontario

Ontario government and agency-issued resources about COVID-19

The Ontario Ministry of Health is providing consistent updates on the provincial government’s response to the outbreak, including:

- status of cases in Ontario
- current affected areas
- symptoms and treatments
- how to protect yourself and self-isolate
- updated Ontario news on the virus

Public Health Ontario is providing up-to-date resources on COVID-19, including:

- links to evolving public health guidelines, position statements and situational updates
- synopsis of key articles updating on the latest findings related to the virus
- recommendations for use of personal protective equipment
• information on infection prevention and control
• testing information
• other public resources

The Ontario government is supporting employers by setting up a portal to assist them in finding supplies and equipment through the Workplace PPE Supplier Directory.

OTHER COVID-19 RESOURCES

Health Canada outlines the actions being taken by the Government of Canada to limit spread of the virus, as well as what is happening in provinces and communities across the country. It also maintains a live update of the number of cases by province.

The World Health Organization is updating the latest guidance and information related to the global outbreak and spread beyond Canadian borders.

It also provides the most up-to-date information on:
• current research and development around the virus
• a COVID-19 situation “dashboard”
• emergency preparedness measures
• live media updates on the spread of the virus

This resource does not replace the Occupational Health and Safety Act (OHSA) and its regulations, and should not be used as or considered legal advice. Health and safety inspectors apply the law based on the facts in the workplace.

For more information visit www.wsps.ca/COVID19

NOTE: This document is intended for informational purposes only to provide an overview of the potential hazards posed in the workplace due to COVID-19. It is not intended as medical advice, to provide a comprehensive risk assessment for all workplaces, or to replace any legislated workplace safety obligations. Due to the ongoing evolution of the situation in Ontario and around the world, this document may be used as a guide for Employers in addition to guidance delivered by public health authorities such as the World Health Organization (WHO), Ontario Ministry of Health, Public Health Ontario and the Centers for Disease Control and Prevention (CDC). Any use which is made of this document by any Employer, or any reliance on or decisions to be made based on it, are the responsibility of the Employer. WSPS and its partners, officers, directors, employees, agents, representatives, suppliers and service providers accept no responsibility for any errors or omissions in content or for damages of any kind or nature suffered by any Employer or any third party as a result of use of or reliance on this communication.