

TOPIC: Safe Return to Work (COVID-19)

ACKNOWLEDGE: Thank you for being here and participating in this safety talk. I know your time is valuable, so I will ensure every moment of this talk is worth your while (*make eye contact with the entire group*).

Training Tips:

Ask a lot of questions: While delivering your Safety Talk, ask questions that ‘hook the mind’ and engage your participants. The simple act of asking questions is a High Impact Training technique!

Raise a hand when asking questions: Directed to your audience, you’ll often find that people are more willing to answer your questions and become active participants... try it out! Also, pause for a moment after asking a question, waiting for and encouraging responses from the group.

Provide an example of a personal experience: (or a recent news event) For instance: “A close friend of mine once _____”, or “Just last week _____”. This is a very effective method to help participants relate to your topic. It often helps them to realize: ‘Yeah, this could affect me. I should listen to this.’

What’s in it for Me? (WIIFM): I am here to deliver a brief safety talk on transitioning back to work after the Covid-19 work from home period. The more smoothly we all come back to work, the sooner we will all be back to normal!

It is important for everyone knows what their role is, and how they can participate in minimizing the risk of exposure / reoccurrence for themselves and others. YOU are the difference maker!

ASK: What are some of the KEY ways, we can keep each other healthy and safe from a resurgence of COVID-19? **Encourage group discussion**

Answers may include things like:

- Excellent personal hygiene
- Staying home when sick
- Regular cleaning and disinfecting of surfaces
- Keeping with social distancing guidelines



ASK: *What do you think are the areas/ tasks that pose a higher risk of contamination from viruses or germs?*

Encourage group discussion

- High traffic/ point of contact areas such as photo copiers and other shared equipment
- Shared Bathrooms
- Doorknobs and light switches
- Counter tops
- Point of sale systems
- Coffee and vending machines etc.

ASK: What do you think are some good guidelines that should be required for us all to come back to work?
Encourage group discussion

Precautions put in place may include:

- A screening system, to ensure everyone in the workplace is symptom free
- Clean hand washing facility and hand sanitizer available at entrances and exits and throughout the workplace for public and staff use
- Regular disinfection of washrooms and common areas
- Signage posted in a visible area to encourage proper cough etiquette and hand hygiene (sharedhealthmb.ca/health-providers/coronavirus-resources)
- Provide boxes of tissues and encourage use
- Training for workers who are involved in disinfection / cleaning and set up a cleaning schedule
- Have emergency preparedness and response training (e.g. pandemic first aid)
- Practice social distancing as much as possible and when unable to distance yourself

ASK: What are some actions you as an employee can take to help in these trying times? **Encourage group discussion**

Participate in the reduction of the spread or exposure by:

- WASH, WASH, WASH your hands! (Or use sanitizer)
- Completing regular self assessments.
- Stay Home if you feel ill and self isolate and or if you have been around someone who is symptomatic and notify your supervisor
- Practice excellent social hygiene and regularly sanitize your personal workspace.

Resources

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

<https://www.canada.ca/en/government/publicservice/covid-19/covid-19-mental-health-work.html>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>


Discuss your company policy or rules.

STATE: If you have any questions regarding the topics discussed today, please let me know. If I do not have an answer for you now, I will direct your question to another individual, if you are comfortable with that. We want you to be safe and feel safe while at work!

Facilitator, remember to:

1. Ask for the commitment of your employees,
2. Answer all questions,
3. Thank them for their time and
4. Document that this safety talk occurred.

RECORD OF SAFETY TALK

 Company Name: 1Life Workplace Safety Solutions	Work Location Dept.:
Talk Given by:	Date / Time: SAFETY TALK

Results of inspection, demonstration or other activity or suggestions during talk:

List of All Employees Who Attended the Safety Talk:	
Name (PRINT)	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Signed: _____

Position Held: _____