

Workplace Safety & Prevention Services

Guidance on Health and Safety for Marinas during COVID-19

OVERVIEW

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations to protect workers from hazards in the workplace as set out in the *Occupational Health and Safety Act* (OHS) and its regulations and the directives coming from the Chief Medical Officer of Health.

Workers should raise any concerns to their:

- supervisor
- joint health and safety committee
- health and safety representative

This will help ensure the employer has taken all reasonable precautions.

Ontario is currently in the midst of a global pandemic. While the COVID-19 situation is changing rapidly, the legislation and regulations used to govern Ontario's workplaces are not.

Under Ontario law, employers have the duty to keep workers and work sites safe and free of hazards. Workers have the right to refuse unsafe work. If health and safety concerns are not resolved internally, a worker can seek enforcement by filing a complaint with the ministry's Health and Safety Contact Centre at 1-877-202-0008. Failure of the employer or constructor to comply with the OHS and its regulations could result in a stop-work order upon inspection by the Ministry of Labour, Training and Skills Development.

BEST PRACTICES

We know every workplace is unique. That 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 COVID-19.

Things like practicing physical distancing (staying 2 metres away from others), proper hand hygiene, keeping surfaces and objects clean, and preventing contact with potentially infected people –these are all critically important measures. Other information on how you can protect yourself is available on ontario.ca/coronavirus.

We have provided some protection advice 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 alone. Employers should consult with Joint Health and Safety Committees/Health and Safety Representatives in the workplace on measures to protect workers in the workplace. We want to ensure we enhance our safety, not cause other issues.

Some workplaces already have some existing controls in place which may help reduce the risk of exposure to workers as well, so regular 'check-ins' on how controls are helping is highly recommended.

RECOGNIZE AND ASSESS

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. two 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.
- Provide a supply of goods outside to be purchased and handled by the customer (bottled water, propane, motor oil).
- 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, PPE 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:
 - 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)
 - Minimize or eliminate handling of cash, offer contactless payment options such as tap, credit and debit
 - 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
 - Ensure customers bag items themselves
- Sanitize the workplace thoroughly and often, 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:
 - Staggering shifts and break times.
 - 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 at:
http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_operators_guidance.pdf
- Fresh air circulation and supply should be made available in the loading areas. Increase airflow by opening doors and windows to reduce contaminant build up.
- Keep up to date with best practices. Consider regular times to check in with public health updates and retrain/revise practices as needed.

As a last resort, consider Personal Protective Equipment (PPE), which is effective only if it's appropriate for the situation and people wear it correctly. Ensure PPE training includes the fit, use, care, putting on and taking off, maintenance, cleaning and limitations of the PPE.

Some examples of PPE that may be suited to marina employees would include:

Gloves – gloves can help limit contact with equipment, surfaces etc. Be sure to set up practices for proper removal of gloves and suitable disposal or changing when soiled. It's also important to consider other hazards that may be present in the workplace before introducing gloves. In some cases, gloves can be an 'entanglement' hazard and should not be worn.

Goggles or Face Shield – can help with barriers and separation too. They should be assigned to people and not shared and can be used regularly if kept clean. Ensure the goggle or face shield use does not result in workers touching their faces more often because of heat or discomfort.

Respiratory protection is not the first line of defence against COVID-19. Please continue to monitor Public Health Ontario for respiratory protection advice.

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: <https://covid-19.ontario.ca/self-assessment/#q0>. 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: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html?topic=tilelink>

RESOURCES

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)

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 Organisation \(WHO\)](#), [Ontario Ministry of Health](#), [Public Health Ontario](#) and the [Centres 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.