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**COVID-19 Operational Plan Template**

This template has been developed as a guide to help businesses, services, organizations and organizers to develop a COVID-19 specific operational plan detailing methods to mitigate transmission of COVID-19 as required under the Public Health [COVID-19 Prevention and Self-Isolation Order](https://www.princeedwardisland.ca/en/publication/cpho-covid-19-prevention-and-self-isolation-order), as of May 1, 2020.

This template may need to be modified to address sector specific guidance: [www.princeedwardisland.ca/renewguidance](http://www.princeedwardisland.ca/renewguidance)

Name of Business/Service/Organization/Event: ABC Company

Civic Address: 123 Alpha Street

Name of Owner/Manager/Responsible Individual: Jane Smith

Signature: *Jane Smith*

Phone: (902) 999-9999 Email: Jane.Smith@outlook.com

Anticipated Start Date/Date of Event & End Date (as applicable): Start Date: November 24th, 2020. Plan will be reviewed weekly by Senior Management in consultation with the Safety Rep/Committee.

Brief Description of Type of Activity or Activities (e.g. meeting, worship service, wedding ceremony and meal, retail sales, walk, concert) including duration: Retail Sales.

**Physical Distancing**

|  |  |
| --- | --- |
| Measures used to maintain physical distancing | Steps taken to ensure minimal interaction of people. (2 metres separation) |
| Between employees | e.g. – assigned workstations that are separated by 2 metres |
| * Work areas, desks, lunchroom tables, waiting areas will be staggered to prevent workers from being within 2 metres of each other. (signs, caution tape, or physical removal of table/desks/chairs may be used). |
| * Workspaces will be re-arranged and alternative spaces of the business will be utilized (i.e. board rooms, empty spaces, etc.) |
| * Flexible hours and staggered start times, breaks and mealtimes will be introduced to limit the number of workers in the workplace at one time. |
| Between clients | e.g. – directional signs on floor to avoid meeting in aisles |
| * Walkways and standing points within the workplace will be marked to indicate 2 metre distance points and promote one-way flow through the store. |
| * A cap on the total number of customers allowed in the store at one time will be implemented to ensure physical distancing. |
| * Features that encourage customers to congregate or linger in place such as benches, dining areas, sofas and seating areas will be removed. |
| Between employees and clients | e.g. – barrier in place between cashier and customer |
| * If possible, physical barriers to be used such as: plastic shields to prevent airborne transference of infection (i.e. for cashiers, food services areas, reception areas, delivery drop off areas, etc.). |
| * Offer online and telephone service with remote, delivery and/or pick-up services, if possible. |
| * Encourage customers to use cashless payment, refrain from placing personal on store shelves/counters and to pack reusable bags themselves. |

1. **Policy for Exclusion of Employees/Volunteers/Participants/Clients Requiring Self-Isolation**

SAMPLE EMPLOYEES/VOLUNTEERS: *Prior to beginning work each day, every employee/volunteer must sign and date the designated form with the following statement:*

*“I declare by signing this sheet/form that I am not required to self-isolate.”*

SAMPLE PARTICIPANTS/CLIENTS/CUSTOMERS: *Print and post signage to notify individuals that they should not attend if they are required to self-isolate.*

Please note that active screening (e.g. asking people) is recommended for participants/clients of some activities, e.g. organized recreation and team sport, personal services and childcare. See guidance for your respective sector.

**Policies for Employees/Volunteers**

* Employees/volunteers are to self-assess for COVID-19 symptoms prior to leaving their home. Self-isolation is necessary if there is a risk that the worker has been exposed to COVID-19.
* All employees/volunteers are screened before the start of their shift. Employees have 2 options to complete the screening:
  + At home prior to shift using the 24-7 login and completing the screening questions online.
  + At the main employee entrance employees are giving a copy of the screening questions to complete and sign.
* Screening questions are being verified by the Screening Designate (usually the Department Manager).
* Hard copies of employee screening questions are kept in the HR office. Organized by day with a copy of the schedule for the day.
* If employees fail the screening questions online, they are told that they cannot enter the workplace and must contact their Supervisor/Manager and/or Telehealth Prince Edward Island at 8-1-1 for direction.
* If employees fail the screening questions onsite, the are immediately sent home and told to contact their local Public Health Unit for direction.
* Screening questions are included below.

**Policies for Participants/Clients/Customers**

* Participants/Clients/Customers will answer screening questions before entering the workplace (a sign will be posted on the main entrance door or a staff member will be at the main entrance asking questions).
* If a participant/client/customer fails the screening questions, they will be told that they cannot enter the workplace.
* Signage will be posted at entries into the store to notify customers that they should not enter if they have symptoms of COVID-19.

**COVID-19 Workplace Screening Questions**

Name of Workplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required Screening Questions:**

1. Do you have any of the following **new or worsening** symptoms or signs? *Symptoms should not be chronic or related to other known causes or conditions.*

Fever or chills;  Yes No

Feeling unwell/unusual tiredness;  Yes No

Headache;  Yes No

Body/muscle/joint aches;  Yes No

Cough (new or worsening);  Yes No

Runny nose/nasal congestion/sneezing;  Yes No

Loss of sense of taste or smell;  Yes No

Sore throat;  Yes No

Shortness of breath or difficulty breathing;  Yes No

1. Have you travelled outside of PEI in the past 14 days?

Yes No

1. Have you had close contact with a confirmed or probable case of COVID-19?

Yes No

**Results of Screening Questions:**

* If the individual answers **NO to all questions from 1 through 3,** they have passed and can enter the workplace.
* If the individual answers **YES to any questions from 1 through 3,** they have not passed and should be advised that they **should not** enter the workplace (including any outdoor or partially outdoor workplaces). They should go home to self-isolate immediately and contact their health care provider or Telehealth Prince Edward Island (8-1-1) to find out if they need a COVID-19 test.

1. **Illness/Exclusion Policy for Employees/Volunteers/Participants/Clients/CUSTOMERS with Symptoms of COVID-19**

Management will clearly communicate to all staff/volunteers the exclusion policy in place for anyone displaying symptoms of COVID-19.

SAMPLE EMPLOYEES/VOLUNTEERS:

* *All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.*
* *Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to manager, avoid contact with staff and leave as soon as it is safe to do so. Please call 811 to arrange testing.*
* *Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.*
* *If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.*

*Symptoms of COVID-19 include:*

* *cough (new or exacerbated chronic)*
* *headache*
* *fever/chills*
* *sore throat*
* *marked fatigue*
* *sneezing*
* *congestion*
* *body aches*
* *runny nose*

SAMPLE PARTICIPANTS/CLIENTS/CUSTOMERS: Print and post signage to notify individuals that they should not attend if they have symptoms of COVID-19.

Please note that active screening (e.g. asking people) is recommended for participants/clients of some activities, e.g. organized recreation and team sport, personal services and childcare. Processes for clients who develop symptoms are also recommended for some activities, e.g. day camps and childcare. See guidance for your respective sector.

**Policies for Employees/Volunteers**

**Employee/Volunteer Instructions**

* If an employee/volunteer who tests positive for COVID-19 comes into work, they will be sent home immediately. This should be determined during the screening process.
* If the employee/volunteer is only experiencing symptoms but does not have a diagnosis, they will take the online self-assessment at www.canada.ca or call Telehealth Prince Edward Island at 8-1-1. If they subsequently test positive for COVID-19, they are required to inform the workplace and the workplace will communicate the appropriate notifications and implement the necessary precautions as described later in this plan.
* The employee/volunteer will be directed to self-isolate for at least 14 days since the onset of symptom AND until symptoms are gone – whichever is longer. Or as guided by their doctor or public health unit.

**Actions at the Workplace**

* A manager will contact the employee/volunteer to confirm the following (as applicable):
  + When they first started experiencing symptoms?
  + Where they believe they may have contracted it (i.e. at the workplace, from a family member, out in public, etc.)?
  + Who they worked with or came in contact with at the workplace?
  + Were they following proper safety precautions?
  + What equipment/tools did they use?
  + Which customers did they deliver to or provide service/care to?
  + Any other pertinent information that can help the workplace limit the spread and control the risks.
* Contact Telehealth Prince Edward Island at 8-1-1 for guidance on specific steps for the workplace.
* Consider if a temporary or partial shut-down is needed.
* Immediately conduct a deep cleaning of all areas the employee/volunteer worked in or equipment/tools/products the employee/volunteer touched. Consider the following:
  + Desks/office space or workstation of the employee.
  + Lunchrooms/washrooms or other shared employee spaces.
  + Company vehicles, forklifts or other machinery that the employee used.
  + Tools, equipment or products that the employee handled.
  + All high touch point surfaces/areas (i.e. light switches, door handles, countertops, etc.)
* Notify the union and/or safety committee/representative.
* Determine which employees/volunteers at the workplace need to be notified (all, only certain departments, only employees with direct contact, etc.)
  + Only employees/volunteers who may have been exposed to the infected worker or the equipment/tool/products the infected worker touched should be notified.
* Determine if other employees/volunteers need to be sent home to self-isolate or need to be tested.
* Determine if customers, contractors, visitor, etc. need to be notified.
* If it is likely that the employee/volunteer contracted COVID-19 as a result of their work, report the illness to the Workers Compensation Board of PEI.
  + to have a claim accepted for COVID-19, all of the following conditions must be met:
    - There is medical confirmation that the employee/volunteer has COVID-19
    - The employee/volunteer has been exposed to COVID-19 at work.
    - The exposure is confirmed to be work-related, that is, it arose out of and in the course of their employment.

**Messaging when Someone in the Workplace has been Diagnosed with COVID-19**

* Notify affected employees/volunteers of the positive COVID-19 case (leaving out the infected worker’s name, unless there is a demonstrated need to identify the infected worker based on telehealth Prince Edward Island’s advice).
* Remind all employees of the safety precautions being taken to prevent the spread of COVID-19.
* Communicate to all employees/volunteers the importance of immediate reporting if they are experiencing symptoms or have come in contact with an affected person.

**Policies for Participants/Clients/Customers**

* If a participant/client/customer tests positive for COVID-19 and attempts to enter the workplace, they will be sent home immediately. This should be determined during the screening process.

1. **Enhanced Cleaning and Disinfection of Shared Areas and Surfaces**

**Cleaning** removes visible soil and/or dirt from surfaces. Cleaning works by using soap and water to physically remove germs from surfaces.

**Disinfecting** kills germs on surfaces. Disinfecting works by using chemicals to destroy germs.

**Ensure to CLEAN visibly dirty surfaces,** prior to **DISINFECTION**.

|  |  |
| --- | --- |
| **Name of cleaning product:** | Location must complete this section |
| **Mixing instructions** | Location must complete this section |
| **Name of disinfectant1:** | Location must complete this section |
| **Mixing instructions** | Location must complete this section |

1 Health Canada has a list of disinfectants that have demonstrated that they are likely to be effective against COVID-19. The list is available here: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

Shared Areas and Surfaces that will be cleaned and disinfected regularly:

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| --- | --- |
| **Location** | **Frequency1** |
| e.g. - door knobs, light switches, | e.g. every 4 hours |
| Reusable gloves (i.e. cut resistant, leather, rubber, etc.) | After every use |
| Waste disposal containers | After every use |
| Surface Contact Areas (door handles, pin pads, kitchen appliances, etc.) | After every use |
| Shared Areas (washrooms, lunchrooms, etc.) | Every 4 hours |

**1**Not all shared areas and surfaces necessarily need to be cleaned at the same frequency as disinfection. If the shared area and/or surface is visibly dirty, it should be cleaned prior to disinfection. A minimum frequency of cleaning should be identified.

1. **Hand Washing /Sanitizer Stations**

We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

* wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
* cough/sneeze into your elbow or tissue and throw away,
* avoid touching your eyes, nose and mouth with your hands,
* use alcohol-based hand sanitizer if soap and water are not readily available.

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| **Hand Washing Stations** | **Location** |
| **Staff** | e.g. – lunch room, washrooms   * Hand washing stations available for staff are located in the lunchroom and main employee entrance |
| **Public** | e.g. – portable(s) located at store entry   * Hand washing stations available for the public are located at the main entrance. |
|  |  |
| **Hand Sanitizer Stations** | **Location** |
| **Staff** | e.g. – behind cash   * Hand sanitizer stations available for staff are located in the lunchroom, main employee entrance and at each cash register. |
| **Public** | e.g. – at entry (with signage)   * Hand sanitizer stations available for the public are located at the main entrance. |

1. **Capacity Limits**

Some operations have been provided specific capacity limits for the number of individuals who may be on the premises. Some operations must determine their own capacity limit based on physical distancing.

See guidance for your relevant area to determine what applies to your operation.

* While the retail sector does not have a prescribed capacity limit, a maximum of 25 (or whichever number is applicable) individuals will be allowed on the premises at one time in order to ensure two metres of physical distancing between individuals.

1. **Gatherings**

Identify whether or not any of your operations would involve a gathering(s) e.g. organized gatherings such as worship services, organized sports and recreation, or events including weddings, funerals, arts and culture, etc.

1. Will gathering(s) take place on the premise? (Y/N) N
2. If you answered yes to (a), would there be more than 50 people either:
   1. as part of different gatherings on the premise at one time AND/OR
   2. over the span of the event on any day (e.g. a tournament, competition, festival)?

(Y/N) \_\_\_

* + 1. if No, how many people in total? \_\_
    2. if Yes, please continue reading and fill out one of the two sample tables below

As part of the New Normal phase in PEI, a maximum of 50 people per organized gathering is permitted, with the potential for additional groups or cohorts of 50, provided the groups of 50 can be kept separate, and physical distancing can be maintained among individuals within each group, as per the guidance on multiple gatherings: **https://www.princeedwardisland.ca/en/information/health-and-wellness/new-normal-multiple-gatherings-guidance**

Pre-approval of the operational plan is required for organized gatherings with more than 50 people in total.

**For multiple gatherings at the same time**, the below table template has been provided in order to assist in presenting information. This table may need to be modified for your particular situation.

Identify in the table each area of your operation that may be used for a gathering, the number of individuals per area, and if there would be multiple gatherings at the same time, outline how groups of up to 50 will be kept separate from one another as per the multiple gatherings guidance.

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| **Multiple Gatherings at the Same Time** | | |
| **Area/Room *For example:***   * Room A * Room B * Field/Turf 1 * Seating sections A-C * Etc. | **# of Individuals per Area/Room** | **Describe How You Will Keep Groups of 50 Separate? *Consider:***   * physical separation during the gathering * entrance/exits & hallways * washrooms * concessions, retail sales * shared staff/volunteers between groups   etc. |
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**For multiple gatherings over the span of an event**, the below table template has been provided in order to assist in presenting information. This table may need to be modified for your particular situation.

Identify in the table each area of your operation that may be used for a gathering and the number of individuals per area. If there would be multiple gatherings, outline how groups of up to 50 will be kept separate from one another, as per the multiple gatherings guidance. If groups will interact with each other over the course of a day, describe how you will ensure that those interactions do not add up to more than 50 people interacting per day.

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| --- | --- | --- | --- | --- |
| **Multiple Gatherings over the Course of a Day or Event (i.e. Tournaments)** | | | | |
| **Date** | **Time** | **Area/Room**  ***For example:***   * Room A * Room B * Field/Turf 1 * Seating sections A-C * Etc. | **Group(s) and # of Individuals in each Group *For example:***   * Team A (15) * Team B (15) * Group A (45) * Group B (35) | **Describe How You Will Keep Groups of 50 Separate? *Consider:***   * As above, *plus* * Should multiple groups interact over the course of a day, how those interactions do not amount to more than 50 people total? |
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1. **Additional directives/guidance**

Consider any additional directives and/or guidance relevant to your operation and elaborate on how these will be integrated into your operations in your plan. Applicable guidance can be found online at [www.princeedwardisland.ca/renewguidance](http://www.princeedwardisland.ca/renewguidance).

**Employee Training and Communication**

* Daily meetings with staff to review COVID-19 questions and communicate updates.
* Safety Talks on proper PPE (Masks, Gloves, etc.)
* Safety Talks on Hand Washing/Sanitizing
* Organizational Risk Assessment For COVID-19 created, communicated and posted on the H&S Board.
* Signage and posters for COVID-19 procedures (including wearing masks, physical distancing, hand washing/sanitizing, etc.)
* Follow up dated from Public Health, Government Notices and News Bulletins,
* COVID-19 Online training:
  + Personal Protective Equipment for COVID-19
  + COVID-19 Organizations Considerations
  + Material Handling – Protect your Employees from COVID-19
  + COVID-19 The Basics of Protection
  + Signage and Screening for COVID-19
  + Protecting Yourself Outside of Work from COVID-19.

**Personal Protective Equipment**

* Types of PPE to be worn will be determined based on recommendations by Public Health, WHO and Canada.ca (gloves, masks, face shield, aprons, coverall, etc.).
* PPE’s will be available at all times.
* Daily inventory of all supplies will be completed.
* A system to replenish PPE’s inventory will be put into place.
* Hand sanitizer for hand hygiene available throughout the workplace.

**Other Controls**

* Staff are to shower/bathe prior to leaving home and practice good hygiene habits.
* Staff may choose to wear “street clothes” and shoes to work and change into “work clothes upon arrival. Work clothes and shoes should be placed in a clean bag before leaving home.
* Staff are to go directly from home to work, no stops for coffee, gas etc. If you do stop, sanitize any contact points such as hands, handles, etc. and change gloves, if cold weather.
* Plastic packaging and other waste materials from deliveries are to be disposed of in sealed garbage bags where possible.
* Cardboard and other recyclable material are to be taken out to the disposal bin immediately (they are not to remain in the workplace unless in a designated area).
* Sign off on deliveries is to be electronic wherever possible. If physical sign off is required, employees are to use their own pen. Any share equipment is to be sanitized between uses.
* Communal condiments (salt and pepper, sugar, etc.) removed and individual serving packages ordered, when possible.
* Increase waste removal frequency to avoid bin overfilling or contaminated items sitting in commonly used areas
* Information board on dealing with stress, anxiety and fear is available to all persons

**ORGANIZATIONAL RISK ASSESSMENT: COVID-19**

This risk assessment will be updated according to new measures as directed by Public Health, World Health Organization or any other persons associated with the development of this assessment.

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| --- | --- | --- | --- | --- | --- |
| **Risks Areas** | **Considerations** | **Risk Rating Before Controls** | **Controls** | **Controls Implemented** | **Risk Rating After Controls** |
| **Exposure from Employees** | Employees Entering the Workplace | High | * Employees are to self assess for COVID-19 symptoms prior to leaving their home. Self isolation is necessary if there is a risk that the worker has or has been exposed to COVID-19. * Staff are to shower/bathe prior to leaving home and practice good hygiene habits. * Staff may choose to wear “street clothes” and shoes to work and change into “work clothes upon arrival. Work clothes and shoes should be placed in a clean bag before leaving home. * Staff are to go directly from home to work, no stops for coffee, gas etc. If you do stop, sanitize any contact points such as hands, handles, etc. and change gloves, if cold weather. * Screening of worker entering – i.e. temperature, completion of screening questions, etc. * Employees to wear masks in the workplace. * Employees to sanitize hands upon entry to the workplace | **Review date:**  **November 20, 2020**  **Initials: JS** | Medium |
| **Exposure from Employees** | Employees Leaving the Workplace | High | * If facilities available, staff can shower prior to leaving work. * Change into “street” clothing and shoes. Bag “work” clothing and shoes. * Go directly home, do not stop anywhere. On arrival at home, immediately place “work” clothing in washing machine or containment area and clean hands. | **Review date:**  **November 20, 2020**  **Initials: JS** | Low |
|  | | | | | |  |  |  |
| **Exposure from the Public** (customers/ clients, contractors etc.) | Screening of Persons entering the Workplace | High | * Screen incoming workplace traffic (may include taking temperature tests). * Screening questions to be answered before entering (either sign posted on the door or, staff member at the entrance asking questions) * Masks to be worn by all persons entering the building (some exceptions apply) * If staff are entering client homes, then screening of the client must take place prior to sending staff to the home. * Depending on the service provided, clients may be asked to leave their home when staff are on site.   ***Note:*** *screening question changes may/will occur during the duration of the pandemic outbreak and will be changed following Public Health directives.* | **Review date:**  **November 20, 2020**  **Initials: JS** | Medium |
| **Exposure from the Public** (customers/clients/ contractors, etc.) | Restricting Entry in the Workplace | High | * The workplace is **closed** to visitors with accommodation for essential visitors (i.e. for essential maintenance or other activities deemed essential) * One door entry in and out of building to control traffic and ensure testing and screening is completed of all visitors by staff (if possible, screening questions will take place before arriving at the workplace). * Truck drivers making deliveries of food, supplies, etc. will be required to notify staff via phone/text or designated check point at the workplace. | **Review date:**  **November 20, 2020**  **Initials: JS** | Low |
|  | | | | | |  |  |  |
| **Exposure from Deliveries** | Handling of products/ materials | High | * PPE (i.e. gloves, masks) should be used when handling products. If reusable gloves are required (i.e. cut resistant, leather, rubber, etc.) then gloves should be washed/sanitized after use. * Plastic packaging and other waste materials from deliveries are to be disposed of in sealed garbage bags where possible. * Cardboard and other recyclable material are to be taken out to the disposal bin immediately (they are not to remain in the workplace unless in a designated area). * Sign off on deliveries is to be electronic wherever possible. If physical sign off is required, employees are to use their own pen. Any share equipment is to be sanitized between uses. | **Review date:**  **November 20, 2020**  **Initials: JS** | Low |
| **Exposure from Surface Contact** | Surfaces and other high touch points  (door handles, pin pads, kitchen appliances, etc.) | High | * Frequent cleaning/disinfecting of surfaces. * Use of PPE (gloves) as needed. | **Review date:**  **November 20, 2020**  **Initials: JS** | Low |
| **Exposure from Common/Shared Areas** (washrooms, lunchrooms, waiting areas, etc.) | High touch points and shared items/areas.  (tables, chairs, refrigerators, microwaves, cutlery, etc.) | High | * Heightened/enhanced cleaning focusing on high touch surfaces using disinfectant. * Waste disposal containers are available and emptied regularly. * Staggered breaks to minimize workers in lunch/break areas. * Communal condiments (salt and pepper, sugar, etc.) removed and individual serving packages ordered, when possible. * Stagger work areas, desks, lunchroom tables, waiting areas to prevent people from being within 2 metres of each others. (signs, caution tape, or physical removal of table/ desks/chairs may be used. | **Review date:**  **November 20, 2020**  **Initials: JS** | Low |
| **Exposure from Waste Disposal** | Potentially contaminated waste/items | High | * Wear disposable gloves for handling trash. * Increase waste removal frequency to avoid bin overfilling or contaminated items sitting in commonly used areas. * Plastic packaging and other waste materials from deliveries are to be disposed of in sealed garbage bags where possible. * Cardboard and other recyclable material are to be taken out to the disposal bin immediately (they are not to remain in the workplace unless in a designated area). * Contaminated disposable cleaning items (mop heads, cloths, etc.) should be placed in a lined garbage bin before disposing of them with regular waste. | **Review date:**  **November 20, 2020**  **Initials: JS** | Low |
|  | | | | | |  |  |  |
| **Exposure from Person to Person Contact** | Direct contact  (when necessary to provide service i.e. First Aid, patient care, etc.) | High | * Appropriate PPE is to be worn (i.e. gloves, masks, gowns). * Direct contact to be limited whenever non-essential. * Handwashing prior to and after contact. Do not touch your face, eyes or mouth. | **Review date:**  **November 20, 2020**  **Initials: JS** | Medium |
| **Exposure from Person to Person Contact** | Less than 2 metre distance between people  (No direct contact) | Medium | * If able to do so, mark walkways and standing points within the workplace, indicating 2 metre distance points. * If possible physical barriers to be used such as: plastic shields to prevent airborne transference of infection. (i.e. for cashiers, food service areas, reception areas, delivery drop off areas, etc.) * Stagger work areas, desks, lunchroom tables, waiting areas to prevent people from being within 2 metres of each others. (signs, caution tape, or physical removal of table/ desks/chairs may be used. * Consider re-arranging workspaces and utilizing alternative spaces of the business (i.e. board rooms, empty spaces, etc.) | **Review date:**  **November 20, 2020**  **Initials: JS** | Low |
| **Exposure from Person to Person Contact** | Greater than 2 metre distance between people. | Low | * Screening when possible (before clients entering the workplace or before staff entering client homes or other workplaces). | **Review date:**  **November 20, 2020**  **Initials: JS** | Low |
|  | | | | | |  |  |  |
| **Exposure Due to Ventilation** | Ventilation | High | * The workplace will be well ventilated and ventilation systems are to be monitored and serviced as needed. | **Review date:**  **November 20, 2020**  **Initials: JS** | Medium |
| **Exposure Influenced by Geographical Location** | Geographical Location  (workplace is in a high-risk area or COVID-19 hotspot) | Medium | * Employers to monitor workplace locations and assess for higher risk areas. Enhanced screening, working from home, restricting entry, partial shut down or other enhanced precautions may be required). | **Review date:**  **November 20, 2020**  **Initials: JS** | Low |
|  | | | | | |  |  |  |
| **Fear/Anxiety (Mental Stress)** | Communication | High | * Information board on dealing with stress, anxiety and fear is available to all persons * EAP contact information provided and available to all staff. * Daily staff meeting/huddles between supervisors/managers and staff to discuss precautions and update and opportunities for staff to ask questions or provide feedback/concerns. | **Review date:**  **November 20, 2020**  **Initials: JS** | Medium |
| **Illness Due to COVID-19** | Leaves of Absence |  | * Staff who are diagnosed with COVID-19 or are experiencing symptoms of COVID-19 will be granted a leave of absence for at least 14 days. * Staff who are required to take care of a family member with COVID-19 or who need to take care of their children due to lack of childcare due to COVID-19 will be granted a leave of absence. | **Review date:**  **November 20, 2020**  **Initials: JS** | Medium |