**Newfoundland COVID-19 Safety Plan TEMPLATE**

This is a COVID-19 Safety Plan Template for workplaces in Newfoundland and Labrador. As the pandemic progresses, provincial inspectors are checking in on workplaces to ensure that they have controls in place.

Employers must develop documentation or a plan that reduces the risk of exposure to workers and the general public. The plan must include:

* A risk assessment
* An overview of how the workplace is organized and arranged
* Specific activities carried out by workers
* Control measures implemented
* Communication and training provided to workers, customers, and visitors
* Detail how the employer will monitor compliance with the guidelines

Use this template to create a COVID-19 Safety Plan for your workplace.

***Note: This is a sample only. Be sure to complete a Safety Plan for your workplace. Consult your local Public Health Unit and provincial requirements when developing your COVID-19 Safety Plan.***

**Below is a helpful link for Business Resources:**

*<https://www.gov.nl.ca/covid-19/business-supports/printable-resources-for-businesses/>*

**Company Details**

Business Name:

Date this document was completed:

Developed by: Position:

Others Consulted (i.e. Safety Committee or Representative):

Last Revision Date:

1. **Step One: Assess the risk at your workplace**
2. **Step Two: Implement measures to reduce risk**
3. **Step Three: Develop policies, procedures and protocols**
4. **Step Four: Develop communication plans and training**
5. **Step Five: Monitor your workplace and update your plans as needed**