**Ontario COVID-19 Safety Plan SAMPLE**

This is a sample of a completed COVID-19 Safety Plan for workplaces in Ontario. As the pandemic progresses, provincial/territorial inspectors are checking in on workplaces to ensure that they have controls in place. Use this sample to help you complete a COVID-19 Safety Plan for your workplace.

Employers are NOT required to submit their plans to the Ministry of Labour, Training and Skills Development (MLTSD) but the plan must be posted on the Health & Safety board, and available should an inspector ask to see it.

**The Guide to developing a COVID-19 Safety Plan, and a blank template can be found here:** <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

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

**Below are some helpful links/resources:**

<https://covid-19.ontario.ca/screening/worker/>

[*https://covid-19.ontario.ca/*](https://covid-19.ontario.ca/)

[*https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open#levels*](https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open#levels)

**Company Details**

Business Name: ABC Company

Date this document was completed: November 20, 2020

Division/Group: N/A

Developed by: Jane Smith Position: HR Manager

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

Last Revision Date: November 20, 2020

Date Distributed: November 21, 2020

1. **How we’re ensuring our employees know how to keep themselves safe from exposure to COVID-19:**
	1. Daily meetings with Staff to review COVID-19 questions and communicate updates.
	2. Safety Talks on proper PPE (Masks, Gloves, etc.)
	3. Safety Talk on Hand Washing/Sanitizing
	4. Organizational Risk Assessment For COVID-19 created, communicated and posted on the H&S Board (see screenshot below in question 3).
	5. Signage and posters for COVID-19 procedures (including wearing masks, physical distancing, hand washing/sanitizing, etc.)
	6. Follow updates from Public Health, Government Notices and News Bulletins
	7. COVID-19 Online training:
		1. Personal Protective Equipment for COVID-19
		2. COVID-19 Organizations Considerations
		3. Material Handling – Protect your Employees from COVID-19
		4. COVID-19 The Basics of Protection
		5. Signage and Screening for COVID-19
		6. Protecting Yourself Outside of Work from COVID-19.
2. **How we’re screening for COVID-19**
	1. All employees are actively screened before the start of their shift in accordance with instructions issued by the Office of the Chief Medical Officer of Health ([*https://covid-19.ontario.ca/screening/worker/*](https://covid-19.ontario.ca/screening/worker/)*)*
	2. Employees have 2 options to complete the screening:
		1. At home prior to shift using the online screening tool and completing the screening questions online
		2. At the main employee entrance employees are giving a copy of the screening questions to complete and sign.
	3. Screening questions are being verified by the Screening Designate (usually the Department Manager).
	4. Hard copies of employee screening questions are kept in the HR office. Organized by day with a copy of the schedule for the day.
	5. If employees fail the screening questions online, they are told that they cannot enter the workplace and must contact their Supervisor/Manager and/or their health care provider or Telehealth Ontario (1-866-797-0000) to find out if they need a COVID-19 test and for further instructions.
	6. If employees fail the screening questions onsite, the are immediately sent home and told to contact their health care provider or Telehealth Ontario (1-866-797-0000) to find out if they need a COVID-19 test and for further instructions.
	7. Poster at front entrance with screening questions and instructions for patrons/customers/clients to passively screen themselves before entering
	8. See sample set of screening questions below:



1. **How we’re controlling the risk of transmission in our workplace:**
	1. All COVID-19 Risks and Controls are contained in the Organizational Risk Assessment for COVID-19. (see below)

**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 |
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| **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 |
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| **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 |
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| **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 |
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| **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 |
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| **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 | High | * 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 |

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| **Other Considerations for General Controls** |
| **Training*** Training for staff on what COVID-19 is, including: signs, symptoms, how it is transmitted,
* Training for staff on use of PPE and general precautions.
* Training for staff on workplace specific cleaning and sanitizing procedures.
* Education
* General Health & Safety training for staff on topics such as: hazard identification, role of Safety Reps/Committees, hazard controls, worker and supervisor roles and responsibilities, workplace violence and harassment and work refusals.
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| **Signage*** Posters, memos, and other COVID-19 information posted throughout the workplace (for example: H&S board, entrances, staff rooms, washrooms, elevators/hallways, common areas, etc.) stressing importance of hand hygiene and physical distancing.
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| **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.
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| **COVID-19 Special Equipment/Supplies (that may be required)*** RF or external digital Temperature Scanner calibrated as per the manufacturer’s recommendations
* Sanitizing products that have a minimum 60% alcohol solution as the active ingredient
* Non-Medical Grade face masks, that cover the nose and mouth and can seal around all face types
* Disposable gloves in sizes for the workers use
* Clear face masks that are work on your head and/or hard hat that are for use when physical distancing measures can not be maintained.
* Clear worker guards put into place to reduce the chance of spit and/or droplets coming between the worker and a customer.
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**Completed By**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*This document is reviewed with employees and the Safety Committee and posted on the H&S Board.

1. **What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace:**
	1. Follow the Guidelines below for Positive COVID-19 Diagnosis in the Workplace

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|  **Employee Instructions** |
| * If a test positive employee comes into work, send them home immediately. This should be determined at screening. If they cannot leave immediately they will be isolated at until they are able to leave in the changeroom (which is closed due to the pandemic to limit contact and will be sanitized after the ill employee leaves)
* If the employee is only experiencing symptoms but does not have a diagnosis, direct them to take the online self-assessment <https://covid-19.ontario.ca/self-assessment/> or contact their doctor or Telehealth Ontario at Toll-free: 1-866-797-0000 for further directions about testing and self-isolation. If subsequently they test positive for COVID-19 they are required to inform the workplace and the workplace will make appropriate notifications and necessary precautions.
* The employee 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.
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| **Actions at the Workplace** |
| * Manager to contact the employee to confirm the following (as applicable):
	+ When they first started experiencing symptoms?
	+ Where they believe they may have contract 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?
	+ Where 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.
* Consult your local Public Health Department for guidance on specific steps for your workplace.
* Consider if a temporary or partial shut down is needed.
* Deep cleaning of all areas the employee work or equipment/tools/products the employee touched should take place immediately. 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 (i.e. light switches, door handles, countertops, etc.)
* Notify the union, safety committee and provincial offer as required.
* Determine which employees at the workplace need to be notified (all, only certain departments, only employees with direct contact, etc.)
* Determine if other employees 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 COVID-19 was contracted at the workplace, file a claim with WSIB within 3 day, and report to the MLTSD, JHSC/Rep and union (as applicable) within 4 days
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| **Messaging when someone in the workplace has been diagnosed with COVID-19** |
| * Notify affected employees of the positive COVID-19 case (leaving out the person’s name unless there is a demonstrated need to identify the person based on public health official’s advice).
* Remind all employees of the safety precautions being taken to prevent the spread of COVID-19.
* Communicate to all employee the importance of immediate reporting if they are experiencing symptoms or have come in contact with an affected person.
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1. **How we’re managing any new risks caused by the changes made to the way we operate our business**
	1. All employees who do not need to be in the facility are working from home.
		1. Virtual and Flexible Work arrangement policies in place.
	2. Employees and customer, contractors and other visitors are required to wear masks and sanitize upon entry.
		1. Signage posted with these requirements.
		2. Staff assigned to monitor compliance at entrances.
	3. Daily meetings are being held with staff to check in and discuss any updates, questions or concerns.
	4. Cleaning and sanitization schedule implemented and communicated to staff.
	5. New risks and controls are being added to the Organization Risk Assessment upon review.
	6. New policies and procedures being developed as needed to address new risks.
2. **How we’re making sure our plan is working**
	1. Employee screening for COVID-19 monitored daily by screening designate.
	2. COVID-19 Controls reviewed monthly, or more often as needed for changes, on the Organization Risk assessment by the Safety Committee and Management.