

COVID-19 and the Workplace Safety Plan

For the most update information in regards to Reopening Ontario, visit [here](#)

This safety plan contains recommendations as well as descriptions of mandatory health and safety standards from various levels of government, public health officers and health and safety associations. The recommendations and standards herein also stem from controls put in place as a result of your workplace risk assessment, to protect your workers, customers and the general public during and until COVID-19 is no longer a workplace hazard.

Note: *This is a general document, not specific to a particular workplace. It is not a legal document; employers are advised to seek legal advice.*

See **Resources for Developing a COVID-19 Safety Plan** in the Appendix for references, links and sector-specific guidelines.

*Before putting the safety plan in place, you must complete a **workplace risk assessment** (See Appendix) to determine whether you need isolation elements as part of the operational plan for your workplace. For requirements, the Ontario government released safety guidelines to protect workers, customers and the general public from COVID-19. This guidance is meant to help businesses prepare for the gradual reopening of the Ontario economy. The government released sector-specific guidelines from Ontario's health and safety associations, which will provide direction to those working in specific areas, including retail, health care, construction and transportation. These guidelines feature recommendations to help employers and employees remain safe as they prepare to open. Additional workplace safety guidelines for other sectors will be coming in the near future.*

- *These safety guidelines will also help determine the engineering, administrative controls or PPE controls necessary to mitigate the risk of COVID-19 exposure.*
- *Review and reflect on guidance documents within the context of your business/service when completing the safety plan.*
- *Identify areas of risk related to public health measures and design an action plan for reducing those risks. This will become your workplace safety plan.*
- *For example, make a list of your unique locations (e.g., entrance, staff room, areas where patrons frequent, outdoor spaces where people congregate, washrooms, eating areas, etc.). Consider how staff and patrons navigate through your workplace setting and how your services/products are offered and accessed.*

- Consider how many people interact in the daily operation of your business/service (staff and customers/patrons) and how closely these people come into physical proximity of one another. Examine whether your business/service interacts with people who are at higher risk from COVID-19 (older adults, immunocompromised and those with chronic health conditions).
- Also consider recording how the risk assessment was done and the results in case it is requested by the employees, the Ontario Ministry of Labour, the Workplace Safety and Insurance Board or any health authority.

Company Name:	
Owner/President:	
Plan Implementation Date:	

About the Workplace Safety Plan

Coronavirus disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including Canada. Because of the severity of COVID-19's international impacts and outbreak conditions, COVID-19 was declared a pandemic on March 11, 2020, by the World Health Organization (WHO).

COVID-19 can affect all aspects of daily life, including travel, trade, tourism, food supplies, financial markets and the workplace. COVID-19 is considered a workplace hazard under occupational health and safety legislation.

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

To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers and the public, it is important for **[Your Company Name]** to have a plan in place that minimizes the risk of exposure to COVID-19.

To ensure workplaces have documented their risk assessment and risk mitigation measures consistent with public health guidance and the *Occupational Health and Safety Act* and its Regulations, all employers must develop a written COVID-19 Operational Plan.

The plan involves addressing the specific exposure risks, sources of exposure, routes of transmission and other unique characteristics of SARS-CoV-2.

The plan is based on traditional infection prevention and industrial hygiene practices. It focuses on the need for employers to implement engineering, administrative and work practice controls and personal protective equipment (PPE), as well as considerations for doing so.

The COVID-19 pandemic is an evolving situation. Therefore, the plan will be reviewed regularly and appropriate changes made as required.

Symptoms of COVID-19

Being infected with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal.

Symptoms can include:

- common symptoms such as feeling feverish, coughing or difficulty breathing.
- less common symptoms such as unexplained fatigue, delirium (a serious medical condition that involves confusion, changes to memory and odd behaviours), falls, acute functional decline, worsening of chronic conditions, nausea, vomiting, diarrhea, abdominal pain, chills, headaches, croup or loss of taste/smell.
- new or worsening respiratory symptoms such as sore throat, cough, congested/runny nose, sneezing, hoarse voice or difficulty swallowing.
- no symptoms at all, referred to as asymptomatic cases.

According to the WHO, symptoms of COVID-19 may appear in as few as two days or as many as 14 days after exposure.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person to person, including:

- Between people who are in close contact with one another (within about six feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath.) Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic

transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although Canada has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

The World Health Organization website provides the latest information about COVID-19 transmission at www.who.int/health-topics/coronavirus.

Declared Emergency

On March 17, 2020, the Ontario government declared a state of emergency so that extraordinary measures could be put in place to slow the spread of COVID-19.

Employers must take every reasonable precaution and steps to protect the health and safety of workers from harm and risk. There is no single blueprint that could possibly address the risk for all businesses. Each organization, depending on the nature of its business, will experience a unique impact caused directly or indirectly by COVID-19. But COVID-19 is a workplace hazard and should be dealt with under occupational health and safety as such.

Employers should apply due diligence, meaning the employer is considering, monitoring and doing everything that is reasonable under the circumstances to protect employees, customers and suppliers and to avoid employee, customer and supplier exposure to the workplace hazard. When taking those steps, employers should involve their health and safety committee or representative.

To meet their obligations, employers should continue to monitor the development of COVID-19 and analyze whether employees could be at actual risk of exposure in their workplace and at work-related events. This includes taking reasonable measures to assess and identify existing and potential dangers to workers at the workplace and to reduce, eliminate or control those dangers, including through the creation of procedures to be followed.

To further contain the spread of COVID-19, the Ontario Government announced on March 23, 2020, it will order the mandatory closure of all non-essential workplaces effective as of Tuesday, March 24 at 11:59 p.m.

As of May 1, 2020, the Ontario government is allowing businesses and workplaces to reopen in stages as long as they comply with strict public health measures and operate safely during the COVID-19 outbreak.

The Chief Medical Officer of Health has provided general recommendations on how the opening of businesses and workplaces could be implemented to support safe operations, including strict adherence to health and safety requirements.

Workplace Protective Measures

After conducting a risk assessment of the workplace and to understand the level of risk at the workplace, which differs due to various job roles, workplace population, job tasks and workspace, **[Your Company Name]** has implemented the following workplace protective measures with the following premise in mind: Can our workers regularly maintain a two-metre distance from others or is close proximity part of the job? Some roles may be lower risk, meaning workers can usually, if not always, maintain two metres of distance, and other roles may present a higher risk, meaning workers cannot regularly maintain two metres of distance.

[It has been found that people in the workplace can reliably interact with each other at least two metres apart.]

Or

[It has been found that people in the workplace cannot reliably interact with each other at least two metres apart]

1. Responsibility of the company

[Your Company Name] has obligations to protect workers from hazards in the workplace as set out in the Ontario *Occupational Health and Safety Act* (OHSA) and its regulations and the directives coming from the Ontario government, Ontario Public Health and Ontario's Workplace Safety and Insurance Board.

Workers should raise any concerns to their:

- Supervisor;
- joint health and safety committee; or
- health and safety representative.

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

Under Ontario law, employers have the duty to keep workers and worksites 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 of Labour Occupational Health and Safety Division and Workplace Safety and Insurance Board. Failure of the employer to comply with the OHSA and its regulations could result in a stop-work order upon inspection by the Ministry of Labour Occupational Health and Safety Division.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 safety plan. **[Your Company Name]** managers and supervisors have full support in enforcing the provisions of this plan.

Our workers are our most important assets. We are serious about health and safety and keeping our workers working at **[Your Company Name]**. Worker involvement is essential in developing and implementing a successful COVID-19 safety plan. **[Your Company Name]** has involved our workers in this process by:

[Describe how worker concerns have been addressed, how worker suggestions and feedback have been requested, and how those have been integrated into developing the plan (i.e., involvement of the joint health and safety committee)].

2. Responsibilities of managers and supervisors

All managers and supervisors must be familiar with this safety plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behaviour from all employees.

3. Responsibilities of employees

[Your Company Name] is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, everyone must play their part. As set forth below, **[Your Company Name]** has instituted various housekeeping, social distancing and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If employees have a specific question about this safety plan or COVID-19, they should ask their manager or supervisor. If they cannot answer the question, employees should contact **[title of designated person i.e., HR]**.

[Your Company Name] encourages staff and volunteers to remain up to date with developments related to COVID-19.

4. Access to the workplace and screening for symptoms of COVID-19, and dealing with sick employees/customers and visitors

[Describe how access to the workplace will be addressed, including upon arriving for work, health screening, how workers report they are sick or experiencing symptoms while at work and how workers will be isolated in the workplace until they can be sent home.

Rather than adopting a passive screening tool, actively screen employees and customers for symptoms and risks of COVID-19. Active screening requires conducting

temperature checks of all persons, provided a non-contact thermometer (i.e., infrared) or other acceptable device is available. An alternative to infrared thermometers is disposable thermometers.

Face coverings could become mandatory as an additional measure to protect employees, clients and visitors when workplaces are not able to ensure two metres of physical distancing.

Keep visitor and employee logs for access points and rooms where physical distancing is not possible. In time, electronic records or contact tracing applications may be available to help with this contact record keeping.

How can active screening of employees at the beginning of a shift be incorporated to monitor for symptoms of COVID-19 where feasible?

Where can posters about COVID-19 and COVID-19 symptoms be displayed in the business/service setting to encourage staff and patrons to screen themselves for COVID-19?]

As the Government of Ontario and the Public Health Agency of Canada states, physical distancing, effective handwashing and avoiding the touching of one's face are key preventive measures to contracting COVID-19. These measures are critical when re-entering the workplace! Therefore:

- There will only be one way to enter or exit the workplace until further notice. Work schedules and start times of each employee have been staggered so that not more than **[X]** people are in the workplace at the same time, and this schedule has been sent to employees by email.
- Each employee, when arriving at the workplace and before going to their workstations, must use the hand sanitizer provided at the entrance (i.e., lobby or reception area) of the workplace (see the section on handwashing for more details and specifics).
- Each employee accessing the workplace must ensure that they can keep two metres of distance between them and the next employee at the entrance (i.e., lobby or reception area) of the workplace while using the hand sanitizer.
- Workers are encouraged to self-monitor for signs and symptoms of COVID-19 before coming and upon arriving at the workplace. All staff must report to their supervisor if they have concerns about possible COVID-19 exposure or possible symptoms.
- The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- N A **[designated person]** will be mandated to conduct a COVID-19 risk assessment and worksite precaution (i.e., screening tool) before entering the workplace, at the start of each shift and at least once every five hours. *[For personnel working 24-hour shifts, active screening, including temperature checks must be conducted a minimum of four times during normal waking or active working hours, spaced in intervals of not more than five active working hours.]*
- N Prior to beginning work each day, every employee must sign and date the designated form with the following statement: *“I declare by signing this sheet/form that I have not been outside of Ontario within the last 14 days and am not required to self-isolate.”*
- N Any employee/contractor/customer/visitor showing symptoms of COVID-19 after a risk assessment and worksite precaution has been conducted who appear to have acute respiratory illness symptoms (e.g., fever, cough, shortness of breath) upon arrival to the workplace will be asked to leave **[Your Company Name’s]** premises and return home.
- N Any employee who becomes sick with COVID-19 symptoms while at the workplace, must report to his or her manager or supervisor and will be asked to leave **[Your Company Name]** premises immediately. After being directed to leave the premises, symptomatic employees should follow hand hygiene and respiratory etiquette and maintain at least two meters of distance from other employees, volunteers and patrons. Arrangements will be made by the employer for transportation home where needed; public transportation like buses, taxis or ride-sharing should be avoided. When home, the employee should begin a 14 day self-isolation immediately, call 811 and follow public health protocols and be tested. If the test results are negative for COVID-19, but the employee remains ill or symptomatic, he or she should remain on sick leave.
- N Once a sick individual has left the workplace, housecleaning **[or designated staff]** will clean and disinfect all surfaces and areas with which the sick individual may have come into contact.
- N The employee’s manager/supervisor should immediately consider and record the names of all close contacts the sick worker has been in contact with that day and in the 48 hours prior to when the symptoms began. This information may be necessary if the sick worker later tests positive for COVID-19.
- N If the employee is confirmed to have COVID-19, and it is determined that other people may have been exposed to that person, **[Your Company Name]** will inform workers of the possibility of having been exposed to a person with COVID-19 at the workplace and require them to quarantine for the required amount of time, follow public health protocols and get tested.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Refer to the workplace privacy policy.

5. COVID-19 leave and accommodation policy

[Describe how communication between workers and with the business will be addressed if workers are sick or experiencing symptoms while at home and what types of sick leave or other entitlements are available under employment labour standards legislation and other workplace policies that address the situation (i.e., accommodations). Are there employees and customers with special needs that need to be accommodated?]

The goal is to protect against the spread of COVID-19 by ensuring that staff stay home when sick and by encouraging patrons to do the same.

Guiding questions to get started:

- Do you have a workplace sick leave policy that enables employees to stay home when sick (e.g., are employees offered sick leave pay and encouraged to use it when they are ill)?*
- How can you make it as easy as possible for staff to follow this measure?*
- Will you check in with employees when they are off sick?*
- How will you support their safe return to work?*
- Do you feel that you have a workplace culture and system that supports employees feeling comfortable staying home when sick?]*

[Your Company Name] has implemented leave policies that promote workers staying at home when they are sick, when household members are sick or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

Employees should stay home if they are sick and exhibiting symptoms related to COVID-19. These requirements must be followed regardless of whether or not the individual has been tested for COVID-19.

Under these circumstances, the employee can access an unpaid leave of up to 15 weeks.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have also been implemented.

[Describe policy.]

[Your Company Name] has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at the workplace and requiring them to quarantine for the required amount of time.

[Describe policy.]

In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

[Describe policy.]

6. Handwashing

[Describe how necessary handwashing and/or sanitizer facilities will be provided, supplied and maintained, and that workers will be allowed to perform handwashing to meet this precaution. Describe how hand hygiene will be ensured after customer interactions during drop-off, pickup and delivery.]

The goal is to protect against the spread of COVID-19 by promoting and enabling frequent and proper hand washing for patrons and staff.

Guiding questions to get started:

- *Are you aware of proper handwashing procedures?*
- *Think about your setting. Do you have the supplies needed to enable hand washing (running water, soap, paper towel, disposal bin; minimum 60 percent, alcohol-based hand sanitizer, tissues)?*
- *Can you provide hand sanitizer (minimum 60 percent alcohol-based) where frequent handwashing would be beneficial but difficult to achieve (e.g., checkout points, outdoor work settings, etc.)?*
- *Where will you post handwashing posters in your setting? Consider directing staff and customers/patrons to handwashing points.*
- *How can you make it as easy as possible for staff and customers/patrons to follow this measure?]*

Basic infection prevention measures are being implemented in the workplace at all times.

- Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Alcohol-based hand sanitizer will also be made available in each work area if a worker is not able to wash their hands.
- All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60 percent alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- Posters promoting handwashing hygiene will be displayed.
- Workers, customers and visitors should avoid touching their eyes, nose and mouth unless they have just washed their hands.

7. Respiratory etiquette: Cover your cough or sneeze

[Describe how these instructions and reminders will be communicated.]

The goal is to protect against the spread of COVID-19 by promoting and enabling frequent and proper respiratory etiquette for patrons and staff.

Guiding questions to get started:

- *Are you aware of proper respiratory etiquette procedures?*
- *Think about your setting. Do you have the supplies needed to enable respiratory etiquette (disposal bin, tissues, hand sanitizer)?*
- *Can you provide hand sanitizer (minimum 60 percent alcohol-based) where frequent handwashing would be beneficial but difficult to achieve? (e.g., checkout points, outdoor work settings, etc.)?*
- *Where will you post respiratory etiquette posters in your setting? Consider showing staff and customers/patrons what to do when coughing or sneezing.*
- *How can you make it as easy as possible for staff and customers/patrons to follow this measure?]*
- Workers, customers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, in particular their mouth, nose and eyes, with their hands.
- Workers, customers and visitors should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Use alcohol-based hand sanitizer if soap and water are not readily available.
- Avoid touching your eyes, nose and mouth with your hands.
- Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors.

8. Social distancing

[Describe what your company is doing to: use telework, flexible work hours, staggered shifts and additional shifts to reduce the number of employees in the workplace at one time; maintain six feet of distance between workers and between workers and customers; provide signage or instructions for employees, visitors and customers; regulate riding in or sharing of vehicles; support communications plans to address employee concerns; etc. Describe how you will provide recommended protective

supplies, such as masks or nonmedical cloth face coverings, gloves, disinfectant, shields, etc., and when and how these items should be worn. Also describe any physical workplace changes, such as increased distance between workstations or between workers on production lines, and the use of barriers when spacing cannot be increased. Describe how customer interactions will be safely conducted during drop-off, pickup or delivery. If you have client-facing employees, install physical barriers (e.g., acrylic glass panels) to keep them safe, etc.

The goal is to protect against the spread of COVID-19 by ensuring staff and patrons maintain two metres (six feet) of distance.

Guiding questions to get started:

- Are there areas where staff or patrons tend to congregate in your business/service setting (e.g., social settings, eating areas, lounge, etc.)?*
- Are there areas where staff or patrons may find it difficult to practice physical distancing due to spatial restrictions or structural design (e.g., small rooms/entrances, line ups, rows of desks, walkways or aisles, etc.)?*
- Are there any aspects of your business/service that would need to change to address physical distancing? Do you foresee difficulty? Think about what you could do to address physical distancing. (i.e., grocery stores, pharmacies, etc.).*
- How can you make it as easy as possible for staff and customers/patrons to follow this measure?]*

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- The workplace has been reconfigured to maintain appropriate distance between workers, to allow for two metres between people at all times. All workstations have been assigned and separated by two metres.
- Workers, visitors and customers are prohibited from gathering in groups of more than 10 people. Directional signs have been installed on the floor in the aisles to encourage movement and avoid gatherings and meetings.
- Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- Avoid shaking hands or hugging at all times.
- Signage has been posted at all entrances, exists, washroom areas, common areas like lunchrooms, locker rooms among others, to remind customers and employees about physical distancing.

- The work that needs to take place at the workplace to help our business operate as close to normal under the circumstances has been prioritized.
- Work that can continue to be conducted remotely (e.g., work at home) is continued until further notice.
- Anyone with COVID-19-like symptoms such as a sore throat, fever, sneezing or coughing must self-isolate at home for a minimum of 14 days from the onset of symptoms until their symptoms are completely resolved, and if capable, continue to work from home.
- Workers who have travelled outside of Ontario or internationally must remain away from the workplace for at least 14 days and continue to work from home.
- Workers who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating must continue to work from home until the person has recovered and they themselves show no sign of the disease.
- Workers with a low immune system or a chronic disease must continue to work from home until further notice.
- Many health and safety roles, rights and responsibilities are just as applicable for at-home workers as they are for more traditional workplaces.

9. Housekeeping

[Describe your cleaning schedule, who will be conducting the cleaning, what products you will be using to clean the workplace and how you will disinfect the workplace if a worker is diagnosed with COVID-19.]

The goal is to protect against the spread of COVID-19 by ensuring frequently touched surfaces are disinfected properly and regularly.

Guiding questions to get started:

- *Are you aware of proper cleaning and disinfection guidance?*
- *If needed, how could you change your previous cleaning and disinfection procedures to address the current risk of COVID-19?*
- *How will you ensure that cleaning and disinfection is done properly and regularly? Who will be responsible for this?*
- *What surfaces are frequently touched in your setting that may require more frequent disinfection (e.g., door handles, cart handles, counters, washrooms, cashier equipment, phones, computers, vehicles, etc.)?*
- *How can you make it as easy as possible for staff to follow these measures?]*

The COVID-19 virus can survive for several days on different surfaces and objects. Frequent cleaning and disinfection is important to prevent the spread of the disease. Cleaning products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses.

Regular housekeeping practices are being implemented, including:

- routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pickup locations.
- Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, light switches, rails and ramps, counter tops, etc. This will be conducted at least twice daily or whenever visibly soiled.
- Areas visited by people will be kept clean and free from clutter.
- Clothing and fabric items should be laundered and dried on the highest temperature setting possible. Ensure items are thoroughly dried.

10. Personal protective equipment

[The goal is to protect against the spread of COVID-19 by staying up to date and following guidance for community masks.]

Guiding questions to get started:

- *Does your business/service already have guidelines that require mask use?*
- *Have you checked for any updates for new measures during COVID-19?*
- *Are you aware of current recommendations on community mask use?*
- *In your setting, consider whether you may need to go beyond current recommendations for community masks to best address public health measures. (e.g., where physical distancing poses challenges).]*

11. Crisis support

- Social and mental health supports during this stressful time will be provided when requested, and **[Your Company Name]** encourages employees to use these resources.

[Describe the details if you have an employee assistance program already in place.]

12. Business travel

[What is your current travel policy and does it need to be updated?]

- All business travel is suspended with the exception of essential travel, which must be pre-approved and follow safety measures put in place. Instead of travelling to a location outside of the province, employees must use video conferencing or telephone conferencing as an alternate.
- The health and safety of our employees globally is our priority, which is why we are monitoring the situation closely and taking necessary actions. We will continue to evaluate to determine if additional steps or revisions to our current actions are needed.
- Employees who are required to travel outside of the province must self-isolate and work from home for 14 days before returning to the workplace.

13. Communications and training

- This safety plan was communicated **[explain how]** to all workers on **[date]** and necessary training was provided. *[Employees may worry about contracting COVID-19 if they return to work, so explain the precautions you'll take for their protection. Employees might be worried about income if they remain off work, so explain what programs they might qualify for.]*
- Additional communication and training will be ongoing **[explain how]** and provided to all workers who did not receive the initial training.
- Instructions will be communicated to customers about *[how drop-off, pickup and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery]*
- Managers and supervisors are to monitor how effective the program has been implemented by **[explain how]**. Management and workers are to work through this new program together and update the training as necessary.
- This COVID-19 safety plan has been certified by **[Your Company Name]** management and was posted throughout the workplace on **[date]**. It will be updated as necessary.

Certified by:

[Signature]

[Title of management official]

This plan has been reviewed to assess any new risks or changes to regulatory guidelines *[suggest monthly review]:*

First review: Name: _____ Date: _____
Second review: Name: _____ Date: _____
Third review: Name: _____ Date: _____
Fourth review: Name: _____ Date: _____

APPENDIX

Resources for Developing a COVID-19 Safety Plan

Resources to prevent COVID-19 in the workplace

Find sector-specific guidelines and posters to help protect workers, customers and the general public from coronavirus (COVID-19) in Ontario

www.ontario.ca/page/resources-prevent-covid-19-workplace?_ga=2.53311912.1056613024.1589150684-1903965733.1472513246

Workplaces — COVID-19 information

www.ottawapublichealth.ca/en/public-health-topics/covid-19-information-for-workplaces.aspx#

IPAC Recommendations for Use of Personal Protective Equipment for Care of Individuals with Suspect or Confirmed COVID-19

www.publichealthontario.ca/-/media/documents/ncov/updated-ipac-measures-covid-19.pdf?la=en

COVID-19 Guidance for Employers, Workplaces and Businesses

www.toronto.ca/wp-content/uploads/2020/03/9538-Fact-Sheet-for-Workplaces-Non-Healthcare_final.pdf

Novel coronavirus (COVID-19) update

www.wsib.ca/en/novel-coronavirus-covid-19-update#workplace

OHRC policy statement on the COVID-19 pandemic

www.ohrc.on.ca/en/news_centre/ohrc-policy-statement-covid-19-pandemic

READINESS ASSESSMENT

For each of the following questions, select which statement best represents the current status of your business/organization.

1. Since the declaration of Ontario's state of emergency in mid-March, in what capacity has your business been functioning?

- Closed and not working
- Able to work with significant disruption to normal business
- Able to work with moderate disruption to normal business
- Able to work with minimal disruption to normal business

2. How confident do you feel your business is able to gradually increase production and business operations once government restrictions are lifted?

- No confidence
- Slight confidence
- Moderate confidence
- High confidence

3. How confident do you feel your business is able to manage and plan for staff shortages and duty to accommodate?

- No confidence
- Slight confidence
- Moderate confidence
- High confidence

4. How confident do you feel your business is able to implement systems for screening employee's/ customers/clients and reporting of COVID-19?

- No confidence
- Slight confidence
- Moderate confidence
- High confidence

5. How confident do you feel your business is able to effectively communicate to employee's, stakeholders, and customers to disseminate important information about business operations in a timely manner?

- No confidence
- Slight confidence
- Moderate confidence
- High confidence

6. How confident do you feel your business is able to implement control measures against the spread of COVID-19 in the workplace? For example, able to physically distance individuals, increase hygiene and cleaning strategies, etc.

- No confidence
- Slight confidence

- Moderate confidence
- High confidence

7. How confident do you feel your business is able to implement preventative measures in the workplace? For example, by engaging the Joint Health and Safety Committee/Health and Safety Rep, modifying workplace policies as they come up etc.

- No confidence
- Slight confidence
- Moderate confidence
- High confidence

8. How confident do you feel your business is able to support employees' mental health, resiliency, and psychological well-being?

- No confidence
- Slight confidence
- Moderate confidence
- High confidence

9. How confident do you feel that leadership, from the top down, are prepared to lead with a people-first approach and address concerns as they arise?

- No confidence
- Slight confidence
- Moderate confidence
- High confidence

10. How confident do you feel that people throughout your organization will support, adopt, and accept new changes?

- No confidence
- Slight confidence
- Moderate confidence
- High confidence