



COVID-19 Workplace Safety Plan

As an employer, it is your responsibility to take every reasonable precaution to protect your workers against COVID-19. Employers are encouraged to develop and maintain a COVID-19 workplace safety plan.

The items below can be considered when developing your safety plan.

Keeping Workers and Others Safe from COVID-19

Outline how your staff will know how to keep themselves safe against COVID-19 in the workplace (i.e., training, updates, etc.)

What are your procedures for staff who become ill at work and how will they self-isolate if they can't leave immediately (e.g., if they need to wait for a ride home where will they wait)?

What are your procedures for ill staff or staff who are identified as a high-risk contact? How will you plan for staff absences?

Explain your communication plan to inform workers if they have been exposed to COVID-19 in the workplace (e.g., email, memo, phone calls, etc.)

Explain how you will notify your union (if applicable), joint health and safety committee or health and safety representative, and the Ministry of Labour, Training and Skills Development when:

i. An employer is advised by a worker or by someone on behalf of a worker that the worker has an occupational illness to COVID-19

OR

ii. A claim has been filed with the Workplace Safety and Insurance Board in respect to COVID-19 by or on behalf of the worker

Contact names/numbers:

1) Screening of Patrons, Staff and Visitors for COVID-19

Passive screening: signage on the door.

Active screening: answering screening questions (e.g., questionnaire, online tool, etc.).

How will staff, essential visitors and patrons/customers/clients be screened before entering the facility?

2) Physical Distancing

How will physical distancing be promoted within the facility (e.g., signage, one-way flow, plexiglass, staggering shifts/breaks, etc.)?

3) Masks

Consider posting signage at your facility.

<https://www.durham.ca/en/health-and-wellness/non-medical-masks-and-face-coverings.aspx#Signage>

Train staff on mask policies, if applicable.

What is the mask requirement for staff, if applicable?

What is your mask requirement for visitors/patrons, if applicable? (e.g., will you provide different accommodations for those with exemptions)?

4) Cleaning and Disinfection

How often are high-touch surfaces being cleaned and disinfected (encouraged at least once daily or when visibly dirty)?

Provide further details on disinfection procedures in your facility such as whose responsibility is it, what disinfectant is being used, contact time of the disinfectant, etc.?

How will staff be trained on the proper use of the chemicals?

5) Hand Hygiene and Respiratory Etiquette

How will this be promoted at your facility (e.g., hand sanitizer locations, signage, etc.)?

6) Make Sure Your Safety Plan is Working

Who is responsible for reviewing the safety plan and making changes as necessary? How frequently will this be done?

How will you ensure your safety plan is working?

8) Additional Safety Precautions

Use this space to discuss any other additional COVID-19 safety precautions you may have in place (i.e., worker and patron vaccination policy, etc.).