



# 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 must develop a COVID-19 workplace safety plan and must review and update the plan regularly.

Your safety plan must be posted in a conspicuous location for patrons and staff to see it.

**All staff must be trained on this plan.** The items below are the minimum requirements that must be in your safety plan.

## 1) Keeping Workers and Others Safe from COVID-19

Durham Region Health Department (DRHD) must be notified when staff are diagnosed with COVID-19 or identified as high-risk contacts (905-668-2020 or 1-800-841-2729).

**Clearly 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:

## 2) 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.).

Staff and essential visitors are always required to be actively screened.

Patrons/customers/clients are required to be actively screened depending on what Public Health measures Zone Durham Region is currently in.

Active screening must be documented, and records must be available to Durham Region Health Department upon request.

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

## 3) Physical Distancing Procedures

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

**What are your procedures to address crowding and line control in your facility, if applicable?**

**4) Mask/Face Coverings and Additional Personal Protective Equipment (PPE)**

Written mask/face covering policy must be on-site and available for viewing by the DRHD, upon request. This plan can be included in your safety plan below.

Post appropriate visible signage indicating that non-medical masks or face coverings are required inside the facility unless you are exempt.

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

Train staff on face covering/PPE policies.

**What are the PPE/face covering requirements for staff?**

**What are your mask/face covering requirements for visitors/patrons, including those with exemptions (e.g., will you provide different accommodations for those with exemptions)?**

**5) Cleaning and Disinfection**

**How often are high-touch surfaces being cleaned and disinfected (recommended at least twice daily or when visibly dirty)? Some surfaces may require cleaning and disinfection to be done after each use (e.g. pin pads, self-serve monitors, carts, etc.).**

**Provide further details on disinfection procedures in your facility such as how will this be documented, who's 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?**

## **6) Hand Hygiene and Respiratory Etiquette**

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

## **7) 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 have in place (i.e. worker and patron vaccination policy, etc.).**