

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

Clearly outline how your staff will know how to keep themselves safe.

Notification to Durham Region Health Department (DRHD) of staff diagnosed with COVID-19 or identified as high-risk contacts.

Plan for if staff become ill at work and how they will self-isolate if they can't leave immediately (for example, if they need to wait for a ride home).

Staff are required to stay home if ill or identified as a high-risk contact. How will you plan for staff absences?

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

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.



2. Screening of patrons, staff and visitors

How will the facility achieve this (e.g. signage, questionnaire etc.)?

What type of screening (active vs. passive) and screening tool(s) will be implemented?

Who is being screened when entering?

Staff must be actively screened. How will this be achieved?

Staff screening should be documented and documentation should be available upon request by Durham Region Health Department.

Passive screening: signage on the door.

Active screening: members of the public answering screening questions e.g. questionnaire, online tool etc.

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3. Physical distancing and procedures to address crowding inside/outside your business

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

State the capacity of the facility and how it will be monitored.

Procedures to address crowding and line control, if applicable.



4. Face coverings and additional personal protective equipment

Written mask/face covering policy and staff training on this policy.

Requirement for staff.

Requirement for visitors/patrons.

Procedures in a written policy for people with exemptions and people who enter with no mask.



5. Cleaning and disinfection

How often are high-touch surfaces being cleaned and disinfected (recommended at least twice a day 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.).

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 the facility (e.g. hand sanitizer locations, signage etc.).



7. Make sure your safety plan is working

Who is responsible for reviewing the plan and making changes as necessary?

How will you ensure your plan is working?

For further information on COVID-19 workplace safety plans, please visit ontario.ca/page/develop-your-covid-19-workplace-safety-plan.