

# 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 should be considered when developing your safety plan.



## 1. Keeping workers and others safe from COVID-19

Outline how your staff will know how to keep themselves safe.

Plan for staff illness 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 all individuals, including patrons, staff and visitor

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?

**Passive screening:** signage on the door.

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



## 3. Physical distancing

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

# COVID-19 Workplace Safety Plan *(cont'd)*



## 4. Mask

Written mask policy and staff training on this policy.

Requirement for staff, patrons and visitors.

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 once a day or when visibly dirty)?

Who will be responsible for the process, 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?



## 8. Additional safety precautions:

DRHD encourage all businesses and organizations establish and implement a COVID-19 vaccination policy for staff

For guidance with developing your workplace COVID-19 vaccination policy, please review [DRHD's Recommendations for Establishing a Vaccination Policy for your Workplace](#).

**For further information on COVID-19 workplace safety plans, please visit [ontario.ca/page/develop-your-covid-19-workplace-safety-plan](https://ontario.ca/page/develop-your-covid-19-workplace-safety-plan).**